Professional Skills Matrix

Experiences gained through volunteer work can enhance personal and professional development. This matrix is designed to provide a structure in using volunteerism to develop skills. It can also strengthen your recruitment efforts if you highlight the skills volunteers can gain through service with your organization

Skill/Development Area	Ways to Develop or Enhance Skill
Assertiveness	Serve as a fundraiser, solicit pledges or support
	Recruit others to support a cause or organization
Budget Management	Plan or chair events with a budget
	Volunteer for a board position with finance responsibility
Change Management/	Participate on an organization's board
Strategic Awareness	Participate in a focus group
	Help write a group's vision
Computer Skills	Develop a database for an organization
	 Provide data entry for a group or project
Conflict Resolution	Serve on a board
	Manage a function or event, serve as a subcommittee chair
Cultural Awareness	Be a tutor or mentor
	Volunteer in an activity that works closely with people unlike
	yourself
Creativity	Volunteer at a children's arts and crafts project
Delegating	Chair a committee
	Assume a leadership role in an organization
Event Planning	Coordinate volunteers
	Sit on a planning committee for a big event
Leadership	Serve as a chair on a committee or event
	Be a spokesperson for a group or organization
	Work with young people as a mentor
Managing People	Manage volunteers at a project or event
	Coordinate an event
Motivating Others	Be a mentor
	Chair a committee
	Coordinate volunteers
	Recruit friends/colleagues to join you in a project or event
Negotiating Skills	Obtain resources for an event or organization
	Be on a committee
Organizational Skills	Plan an event
	Provide clerical services
	Sort donations
Planning	Coordinate an event or activity
	Sit on a committee for an event or project
Presentation Skills	Lead an orientation for a group/organization
	Be spokesperson for an organization
	Serve as a Project Leader or Team Captain
Problem-Solving	Be an on-site manager for a big event
	Be a project leader
Project Management	Coordinate an on-going project
Selling	Fundraising
	Soliciting resources for an event or organization
	Recruiting volunteers for an event or organization

This resource was created by HandsOn Network, a Corporation for National and Community Service training and technical assistance provider. For more information on leveraging additional volunteers, contact HON at training@handsonnetwork.org.

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Teamwork	Coordinate volunteers
	Work on a rehab or building project
	Plan an event
Time Management	Chair a committee and run the meetings
	 Manage resources for an organization or event
Verbal Communication	 Volunteer for an activity that uses the phone
Skills	Chair an event
	Be a spokesperson
	Lead volunteers in an activity
Written Communication	Write a newsletter for an organization
Skills	Write a press release
	Develop letters for fundraising
	Take meeting minutes
	 Serve as the Secretary for a group or board.