

Business Skills Assessment Tool

ASSESSMENT #2

Name _____

Date Taken _____

There are three levels of Practical Knowledge for each skill:

NONE: You have no knowledge of this skill.

SOME: You know something ... enough to know you could do it. Or enough to know that you should hire and supervise someone else to do it. And you would feel comfortable that you had a handle on the process and the result.

COMPETENT: You can do it, you like doing it, and you're good at it. Note: just because you can doesn't mean you should – even skills you are competent in may require you to hire someone else to do it depending on the size of your business and your workload.



OPERATIONS KNOWLEDGE	NONE	SOME	COMPETENT
Administration			
Basic Legal Requirements for Business			
Communications			
Cyber Security Management			
Decision Making			
Disaster Management/Planning Pre and Post Disaster			
Exit Planning			
Organizational Management			
People Management			
Personnel Policies			
Planning and Strategy			
Quality Control Management and Process			
Risk Management			
Time Management			

OPERATIONS KNOWLEDGE (continued)	NONE	SOME	COMPETENT
Understanding of AI Uses/Threats			
Understanding Your Industry			
Utilization of Technology			
FINANCIAL KNOWLEDGE			
Accounting			
Bookkeeping			
Cost Control			
Financial Management			
Financial Management of Disaster Preparedness/Response			
Pricing			
State and Federal Taxes/Requirements			
MARKETING KNOWLEDGE			
Adapting Marketing and Communications for Disaster(s)			
Advertising and Promotions			
Customer Relationships and Service			
Establishment and Management of Brand			
Marketing Management			
Personal Selling			
Sales and Management of Sales			
Social Media			
Website			