



# Worksheet 1: Individual Capacities Inventory

## Purpose

The purpose of this inventory is to identify the skills, talents and abilities that you may be willing to share with the community in order to promote community resilience to the effects of natural hazards. The information you provide will be used to connect people and resources in order to more effectively prepare for, respond to, and recover from a natural disaster. The form will take you about 15 minutes to complete. Your participation is greatly appreciated!

## Skills, Abilities and Talents

Please indicate which of the following skills, abilities and talents you have, based on your life experiences and/or occupation by placing a checkmark (✓) in the column that says, “Skills I have.” If you don’t have a skill that is listed, but you are interested in helping in that particular area, please place a checkmark in the column that says, “Willing to assist.”

Category and Skills	Skills I have (✓)	Willing to leverage/ provide skills (✓)
<b>Health</b>		
CPR training		
Caring for the elderly		
Caring for the sick		
Caring for the mentally ill		
Caring for individuals who are physically or developmentally challenged.		
Healthcare provider		
<b>Child Care</b>		
Caring for babies (under 1 year)		
Caring for children (1 to 6 years)		
Caring for children (7 to 13 years)		
Caring for children with special needs		
Child care provider		
<b>Parenting and Family Support</b>		

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Category and Skills	Skills I have (√)	Willing to leverage/ provide skills (√)
Cooking and delivering meals for someone during a time of need.		
Providing respite care so a regular caregiver can have a break.		
Helping a person or family with medical problems.		
Running errands, shopping or driving someone who needs transportation.		
Caring for someone else's pet(s).		
<b>Education and Youth Activities</b>		
Teaching credential		
Tutoring		
Leading recreational activities		
Certified swimming / water safety instructor.		
Organizing games and activities for children or adults.		
<b>Food</b>		
Catering		
Serving food to large numbers of people (more than 10).		
Preparing meals for large numbers of people (more than 10).		
Menu planning for large numbers of people (more than 10).		
Clearing / setting tables for large numbers of people (more than 10).		
Washing dishes for large numbers of people (more than 10).		
Operating commercial food preparation equipment.		
Meat cutting		
Baking		
Teaching food preparation skills		
<b>Construction and Repairs</b>		
Painting		
Plumbing repairs		
Bricklaying and masonry		
Installing windows		
Wall papering		
Furniture making or repairs		

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Category and Skills	Skills I have (√)	Willing to leverage/ provide skills (√)
Installing and repairing siding		
Building additions		
Carpentry work		
Tile work		
Installing drywall and taping		
Installing and repairing roofing		
Cabinet making		
Insulation		
Plastering		
Concrete		
Floor covering		
Contractor's license		
<b>Maintenance and Repairs</b>		
Chainsaw operation		
Mowing lawns		
Planting and caring for gardens		
Pruning trees and shrubs		
General household cleaning		
Washing windows		
Cleaning carpets		
Fixing leaky faucets		
Repairing small engines		
Repairing small appliances or electronic equipment.		
Repairing major appliances		
Auto and truck repair		
Heating or air conditioning repair		
<b>Office and Supervisory Skills</b>		
Filling out forms		
Typing or keyboard entry (Speed WPM: ____).		
Operating an adding machine or calculator.		
Answering phones and taking messages		
Writing business letters or reports		
Keeping track of supplies		
Bookkeeping or accounting		
Entering information into a database		
Word processing		
Operating computer software: PC ____ Macintosh ____ Networking ____		
Computer programming		

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Category and Skills	Skills I have (√)	Willing to leverage/ provide skills (√)
Teaching computer skills to others		
Planning work for other people		
Directing and evaluating the work of other people.		
Creating and managing a budget		
Keeping records of activities		
Interviewing people		
<b>Transportation</b>		
Driving a van		
Driving a bus		
Driving a tractor trailer		
Driving a commercial truck		
Driving a delivery vehicle		
Hauling		
Operating farm equipment		
Operating heavy equipment (back hoe, bull dozer)		
Heavy equipment operator's license		
Driving an ambulance		
<b>Arts and Entertainment</b>		
Singer		
Play an instrument: _____		
Dancer: _____		
Storyteller		
Actor / Actress		
Photographer		
Videographer		
Instructor of arts and crafts: _____		
Other:		
<b>Other Abilities and Skills</b>		
Safety or security officer		
Traffic management		
CB or Ham radio operator		
Animal husbandry		
Farm and ranch skills		
Property management		
Public speaking		
Writing grants		

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Category and Skills	Skills I have (√)	Willing to leverage/ provide skills (√)
Organizing public events		
Graphic design		
Conducting phone surveys		
Sewing / alterations		
Knitting / crocheting		
Upholstering		
Hair dressing/cutting		
Cosmetology		
Other:		

Are there other skills not listed here that you have that you would like to share?

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### Priority Skills

When you think about your skills, what three things do you think you do best?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Which of your skills are you most likely to volunteer?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Of the skills for which you expressed a willingness to assist, which are the ones that you would be *most* willing to assist with?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



## Module 4: Community Resource Mapping



### Contact Information

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Age: \_\_\_\_\_

Phone: \_\_\_\_\_ Check one: \_\_\_\_Female \_\_\_\_Male

### Please check all that apply:

- I give my permission for the information I have provided to be included in a community asset mapping database for the sole purpose of promoting disaster resilience in my community.
- Those implementing the Hawaii Hazards Awareness & Resilience Program in my community may contact me by (circle those that apply): **phone**, **email** or **in person** regarding activities to which I might contribute my skills and talents.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to: \_\_\_\_\_

***Mahalo for your time!***