

Search...



YOUR CAREER ▾

OCCUPATIONS ▾

INDUSTRIES ▾

TOOLS ▾



CAREER TEST: SKILLS AUDIT - RESULTS

CAREER TEST: SKILLS AUDIT - RESULTS

YOUR RESULTS

Congratulations, you have completed the Career Smart Skills Audit! Below are the skills areas which you have identified as most in need of development or most important for you to develop further.

Use the summary below help you prioritise your development and record it in your personal development plan.

Further advice on developing these skills (and others) can found on this website and the Prospect (<http://www.prospect.org.uk>) websites. Resources available on this website include podcasts (/podcasts) to help you cultivate and sustain your career.

[PRINT YOUR RESULTS](#)

PERSONAL DEVELOPMENT PLANNING

You've identified 'Personal Development Planning' as one of the skills areas most in need of development or most important for you to develop further.

This skills area includes the following skills:

- Identifying my personal goals
- Identifying my areas for personal development
- Identifying opportunities for developing myself
- Making a personal development plan



Further advice on personal development (/career-development) planning can found on this website. A podcast on identifying your skills and strengths (/selling-your-skills-and-strengths) can be found on the website.

This skills area relates to the 'Personal Motivation' key competency, which includes the following elements:

- Sets personal goals which are challenging but achievable.
- Pursues these with energy, persistence and determination.
- Enthusiastic and committed to improving personal performance levels.

This skills area also relates to the 'Results/Quality Orientation' key competency:

- Sets high but achievable standards for self and others.
- Seeks opportunities to improve process and outcomes.
- Constantly reviews performance to identify areas to develop.

Further information on key competencies is available in the booklet 'Practical Guide to Planning and Developing Your Career', available to download from this website.

NUMERICAL


You've identified 'Numerical' as one of the skills areas most in need of development or most important for you to develop further.

This skills area includes the following skills:

- Making simple calculations
- Presenting numerical information accurately
- Using percentages, fractions and decimals
- Interpreting information in graphs and charts

Help with everyday mathematics can be found on the BBC GCSE Bitesize (<http://www.bbc.co.uk/schools/gcsebitesize/maths>) website, or check with your Union Learning Representative (ULR) (<http://www.unionlearn.org.uk/about/union-learning-reps-ulrs>) for help with identifying courses.

MANAGING SELF

You've identified 'Managing Self' as one of the skills areas most in need of development or most important for you to develop further. This skills area includes the following skills: 

- Managing my time well
- Managing my pressure to avoid stress
- Delegating work to others
- Organising myself

Podcasts (/podcasts) on time management and managing work stress can be found on this website. This skills area relates to the 'Planning and Organising' key competency, which includes the following elements:

- Able to achieve results in a quality, timely, and cost-effective way.
- Sees priorities, plans the efficient use of resources, and monitors progress against objectives.
- Anticipates crucial stages in projects.
- Formulates alternative means of achieving objectives.
- Responds effectively to unforeseen events.

Further information on key competencies is available in the booklet 'Practical Guide to Planning and Developing Your Career', available to download from this website.

COMMUNICATION SKILLS

You've identified 'Communication Skills' as one of the skills areas most in need of development or most important for you to develop further.

This skills area includes the following skills:

- Actively listening
- Handling interpersonal conflict
- Delivering business presentations
- Communicating assertively

Further advice on communication skills (/improving-communication-skills) can found on this website.

This skills area relates to the 'Communication' key competency, which includes the following elements:

- Able to communicate information and ideas clearly and articulately both in oral and written form.
- Uses appropriate language, style and methods, depending on audience and the purpose of communication.
- Able to convey complex information clearly.
- Anticipates the information that others will need.

Further information on key competencies is available in the booklet 'Practical Guide to Planning and

INFLUENCE AND PERSUASION

You've identified 'Influence and Persuasion' as one of the skills areas most in need of development or most important for you to develop further.

This skills area includes the following skills:

- Convincing others to see my point of view
- Using positive body language to influence others
- Not being defensive when others don't agree
- Negotiating a win-win result

This skills area relates to the 'Interpersonal Effectiveness' key competency, which includes the following elements:

- Able to influence the views and behaviour of others through persuasion and encouragement.
- Manages conflict or other sensitive issues tactfully and effectively.
- Able to adapt behaviour to a wide range of people.

Further information on key competencies (</list-key-competencies>) is available in the booklet 'Practical Guide to Planning and Developing Your Career', available to download from this website.

- [Your career \(/your-career\)](/your-career)
- [Occupations \(/occupations\)](/occupations)
- [Industries \(/industries\)](/industries)
- [Tools \(/tools\)](/tools)





(/occupations/occupations-a-to-z/a)

OCCUPATIONS A TO Z (/OCCUPATIONS/OCCUPATIONS-A-TO-Z/A)

Browse our A to Z listings of occupations for the latest labour market data.



Copyright © 2024 Careersmart.org.uk. All rights reserved.

Website built and designed by Infobo (<https://infobo.com>).

