


# Skills & Abilities


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**Year 10**

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**Here is how you have rated your skill  
levels relating to the common skills  
and abilities requested by employers.**



## Excellent at:

Using computer technology  
Being a good listener  
Using my time efficiently  
Physical activities  
Following instructions  
Managing my time well  
Respecting other people  
Planning work efficiently  
Being punctual and on time  
Prioritising tasks and jobs  
Being a problem solver

## Good at:

Being well presented in my dress  
Using equipment correctly  
Coming up with good ideas  
Achieving tasks to set timeframes  
Working in teams  
Thinking about problems and finding solutions  
Being dependable  
Acting responsibly  
Observing safety requirements  
Being able to adapt to change  
Being a good organiser  
Being flexible  
Being innovative  
Being efficient  
Being aware of the needs of others  
Being cooperative  
Being careful with tools and equipment



## Average at:

- Asking for feedback or assistance
- Persevering through difficulties
- Being a motivated person
- Being willing to learn
- Writing clearly
- Being a leader
- Being a positive and optimistic person
- Working well with other people
- Being confident
- Giving good customer service

## Need to improve at:

- Communicating clearly
- Communicating well with other people

