**Skills Audit**

Your skills describe your ability to do something well. In addition, it’s also important to consider what you like to do. Most jobs require both technical skills (such as those related to a specific profession or industry) and transferable skills which are generic and of broader value (such as communication and team work).

You can develop skills through a wide variety of experiences, but only you can decide if you will enjoy using that skill.

The below skills audit will help you assess your level of ability in a range of skills and identify those you enjoy. It will also help identify any skills gaps you have for you to work on in the future.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **I enjoy** | **I don’t enjoy** | **Skill**  **(see below for definitions)** | **I have no ability** | **I have some ability** | **I have strong ability** |
|  |  | Adaptability |  |  |  |
|  |  | Agility |  |  |  |
|  |  | Analysis |  |  |  |
|  |  | Attention to detail |  |  |  |
|  |  | Building relationships |  |  |  |
|  |  | Communication |  |  |  |
|  |  | Conflict resolution |  |  |  |
|  |  | Continuous improvement |  |  |  |
|  |  | Creativity/Innovation |  |  |  |
|  |  | Critical thinking |  |  |  |
|  |  | Customer service |  |  |  |
|  |  | Decision making |  |  |  |
|  |  | Delegation |  |  |  |
|  |  | Digital literacy |  |  |  |
|  |  | Emotional Intelligence |  |  |  |
|  |  | Entrepreneurial |  |  |  |
|  |  | Facilitation |  |  |  |
|  |  | Flexibility |  |  |  |
|  |  | Initiative |  |  |  |
|  |  | Interpersonal skills |  |  |  |
|  |  | Interpret complex data |  |  |  |
|  |  | Leadership |  |  |  |
|  |  | Mentoring |  |  |  |
|  |  | Negotiating |  |  |  |
|  |  | Networking |  |  |  |
|  |  | Planning and Organising |  |  |  |
|  |  | Presentations skills |  |  |  |
|  |  | Problem solving |  |  |  |
|  |  | Project management |  |  |  |
|  |  | Questioning/Investigating |  |  |  |
|  |  | Research |  |  |  |
|  |  | Resilience |  |  |  |
|  |  | Self–management |  |  |  |
|  |  | Teamwork |  |  |  |
|  |  | Teaching/Training others |  |  |  |
|  |  | Technical skills |  |  |  |
|  |  | Thinking on your feet |  |  |  |
|  |  | Time management |  |  |  |
|  |  | Verbal Communication |  |  |  |
|  |  | Working under pressure |  |  |  |
|  |  | Written Communication |  |  |  |

**5 skills I enjoy doing and have strong ability in?**

1 ………………………………………………………………………

2 ………………………………………………………………………

3 ………………………………………………………………………

4 ………………………………………………………………………

5 ………………………………………………………………………

**5 skills required in my future career or expected by future employers?**

1 ………………………………………………………………………

2 ………………………………………………………………………

3 ………………………………………………………………………

4 ………………………………………………………………………

5 ………………………………………………………………………

**5 skills I enjoy doing but need to develop further? What experiences will help me develop these skills?**

1 ………………………………………………………………… 1 ………………………………………………………………..

2 ………………………………………………………………… 2 ………………………………………………………………..

3 ………………………………………………………………… 3 ………………………………………………………………..

4 ………………………………………………………………… 4 ………………………………………………………………..

5 ………………………………………………………………… 5 ………………………………………………………………..

**Skills Glossary**

|  |  |
| --- | --- |
| **Skill** | **Definition** |
| Adaptability | Being able to adjust to new conditions |
| Agility | Able to change your ways quickly |
| Analysis | Detailed examination of something |
| Attention to detail | Ability to achieve thoroughness and accuracy when accomplishing a task |
| Building relationships | Being able to build strong relationships with others |
| Communication | Ability to convey or share ideas and feelings effectively |
| Conflict resolution | The methods and processes involved in facilitating the peaceful ending of conflict |
| Continuous improvement | Ongoing effort to improve something |
| Creativity/Innovation | The process of translating an idea or invention into a good or service |
| Critical thinking | Objective analysis of facts to make decisions |
| Customer service | The assistance provided to people who are buying a service or product |
| Decision making | The process of making important decisions |
| Delegation | Being able to assign responsibility to another person to carry out activities |
| Digital literacy | Someone’s ability to find, evaluate, produce and communicate information on various digital platforms. |
| Emotional Intelligence | The capacity to be aware of, control, and express emotions and handle relationships empathetically |
| Entrepreneurial | Creation, development of economic adventures |
| Facilitation | The act of making something easier |
| Flexibility | Willingness to change or compromise |
| Initiative | Making change before others do |
| Interpersonal skills | Ability to communicate or interact well with other people |
| Interpret complex data | Being able to transfer technical data and report on it |
| Leadership | Being able to lead a group of people |
| Mentoring | Advise or train others |
| Negotiating | To deal/bargain with someone to reach an agreement |
| Networking | Interact with others to exchange information and develop professional or social contacts |
| Planning and Organising | Ability to make arrangements and preparations in advance |
| Presentation skills | Ability to deliver effective and engaging presentations to a variety of audiences |
| Problem solving | Identifying problems, reviewing , developing and evaluating ideas and implementing |
| Project management | The practice of initiating, planning and executing a project |
| Questioning/Investigating | Make enquiries to gain more information |
| Research | Studying materials and resources in order to establish facts |
| Resilience | The capacity to recover/bounce-back quickly from difficulties, misfortune or change |
| Self–management | Taking responsibility for your time and managing it effectively |
| Teamwork | Working with others to achieve a goal or task |
| Teaching/Training | Being able to teach someone a particular skill or behaviour |
| Technical skills | Knowledge and abilities needed to accomplish tasks relating to a discipline |
| Thinking on your feet | Ability to react to something decisively, effectively and without prior thought. |
| Time management | Managing your own time and time of others |
| Verbal Communication | Ability to communicate information and ideas clearly and effectively verbally in a variety of situations |
| Working under pressure | Working well with stress and urgency of a task |
| Written Communication | Ability to communicate ideas and information effectively through writing |