

Professional Skills Matrix and Action Plan – Jonathan Ajodo

Research Methods and Professional Practice	Awareness	Novice	Professional	Expert	Action Plan
Time management			x		Use of To Do List
Resilience			x		Continuous practice
Critical thinking and analysis			x		Continuous practice
Problem-solving			x		Continuous practice
Communication and Literacy skills			x		Continuous practice
IT and Digital			X		Hands on practice
Interpersonal			X		Continuous practice
Teamwork/Global Citizen and Leadership			X		Seek more opportunity to work with teams
Emotional Intelligence			X		Continuous practice
Critical Reflection			x		Continuous practice

Awareness - A basic knowledge and understanding of the topic but hasn't yet applied the skill at work.

Novice - Apply the skill, but might still need support.

Professional - Experience of utilizing the skill and can work independently. Solves problems proactively. Can guide and support more junior people performing related tasks.

Expert - A lot of experience in applying the skill in practice. Can communicate with customers about the topic and can coach others. Follows the trends of the field and shares knowledge with colleagues. Might have an official certification in the skill.