



Monday, October 12, 2020

# Skills Health Check – Your full report

Welcome to your Skills Health Check Report. Your report gives you feedback on the different questionnaires, together with some other useful information (including a section with job family suggestions).

Your completed assessments are:

## **Skill Areas**

After reading your report you may want some further support or careers and skills advice.

Please telephone 0800 100 900 (8am to 10pm, 7 days a week) to speak to an adviser or explore the different ways to [contact an adviser](#).

## Your results – Skill Areas

The Skill Areas questionnaire measures nine 'Skill Areas' or types of activities you feel that you are able to do. Each area is related to the world of work.

Your results are listed from the Skill Areas you feel you are **most able** to do, through to the Skill Areas you feel you do **less well**. This means you may find a Skill Area towards the end of the list that you feel you are fairly able to do, because there are many other areas you feel you are **more** able to do.

There are some suggestions for those skills areas that you feel **most** able to do to help you when applying for jobs.

To help you develop the skills that you feel are less strong, there are some activity suggestions if you want to improve them.

Sometimes no extra information will appear. This means that your view of your abilities seems to be evenly balanced.

<b>1</b>	<b>Working with Others</b> Works well with people by listening, understanding and helping others.
<b>2</b>	<b>Solving Problems</b> Spots problems and gathers information, making judgements based on facts.
<b>3</b>	<b>Creative Thinking</b> Comes up with new ideas and different ways for approaching issues.
<b>4</b>	<b>Handling Change and Pressure</b> Adapts to changes, remains calm and reacts positively to challenges.
<b>5</b>	<b>Planning and Focusing on Detail</b> Plans own tasks and uses time effectively to produce high quality work.
<b>6</b>	<b>Showing Energy and Drive</b> Shows energy and enthusiasm for meeting difficult goals and taking on new tasks.
<b>7</b>	<b>Learning and Technology</b> Easily learns new information and quickly learns how to use new technologies.
<b>8</b>	<b>Taking Responsibility</b> Takes responsibility for own actions and for leading others.
<b>9</b>	<b>Convincing and Communicating</b> Convinces others and deals well with conflict. Expresses self clearly when speaking and writing.

## *Your strengths*

### **Working with Others**

Working with Others is a skill area that you feel you are most able to do. This is about being able to work well with people, by listening, understanding and helping others.

Think of situations in which you had to co-operate and get on well with other people. This might be working as part of a group of people at school or work; taking part in after-school clubs or hobby groups; being part of a sports team; volunteering in the community; supporting friends or family through difficult situations; meeting people from different backgrounds.

For each situation, have a think about:

- How did you go about working well with others? What did you do?
- How did you try to support others? How did you try to understand what support they might need? How did other people respond?
- What did you do to show other people that you appreciate them/their work?
- What types of people do you find it easier to get on with well? What types of people do you find it harder to get on with well?

## *Your areas for development*

### **Learning and Technology**

Learning and Technology is a skill area that you feel you can do less well. This is about being able to learn new information easily and learn how to use new technologies quickly.

If you would like to improve this skill, the following development suggestions might be useful.

#### **Development Suggestions**

Find out what different things a computer can help you to do by using tutorials or setting yourself exercises that broaden your knowledge. Seek tips from others with more experience.

Think of a topic you are interested in but know little about. Use a computer to find out as much information as you can. Then ask a friend to test your knowledge on this topic.

*Your areas for development*

### **Taking Responsibility**

Taking Responsibility is a skill area that you feel you can do less well. This is about being able to take responsibility for your own actions, take control of situations and lead others.

If you would like to improve this skill, the following development suggestions might be useful.

#### **Development Suggestions**

Think of a time when you took responsibility for getting something done. Look at what went well and make a point of taking responsibility more often.

Next time you are in a situation which is unclear, be open about what you think. Clearly explain what you think should be done and why. Explain what you would like other people to do.

*Your areas for development*

### **Convincing and Communicating**

Convincing and Communicating is a skill area that you feel you can do less well. This is about being able to convince others, deal with conflict between people and express yourself clearly when speaking and writing.

If you would like to improve this skill, the following development suggestions might be useful.

#### **Development Suggestions**

When speaking with others, think about what other people are interested in as well as what you want to say. Use eye contact and positive body language to make others feel comfortable. Gather information to support your point of view. Speak slowly and clearly, to help others understand you.

If a disagreement starts, try to put yourself in the other person's shoes before defending your point of view. Look at the disagreement as a difference of ideas or style, rather than of people. Try not to take sides and encourage others to do the same.

## Job Suggestions

Based on how you answered the skills areas questionnaire, we can suggest some job families that may be a good match for you.

This section is broken down into three areas. Each section presents a **job family** that may be a good match for you.

### Job family suggestions

#### Alternative Therapies

Based on how you answered the skills areas questionnaire, this job family may be a good match for you. Alternative Therapies jobs typically involve gathering information and spotting problems, showing energy and drive, and planning tasks effectively.

#### Medicine and Nursing

Based on how you answered the skills areas questionnaire, this job family may be a good match for you. Medicine and Nursing jobs typically involve coming up with new ideas, taking responsibility and leading others, and gathering information and spotting problems.

One activity that is often part of this kind of job is using fairly abstract information. You may be interested in trying the solving abstract problems activity which is available in the tasks area.

#### Catering Services

Based on how you answered the skills areas questionnaire, this job family may be a good match for you. Catering Services jobs typically involve showing energy and drive, learning new information and using technology, and gathering information and spotting problems.

One activity that is often part of this kind of job is checking information. You may be interested in trying the checking information activity which is available in the tasks area.

### **Your next steps**

The job families listed above are just a starting point.

To explore the jobs that you would find within the job families go to the National Careers Service website which is a good place to start for more information and for the full job catalogue.

<https://nationalcareersservice.direct.gov.uk/job-profiles/home/>

You can also find out more from:

- Reference materials in libraries or your careers service
- Looking at other information on the internet
- Talking to someone who works in the area that interests you
- Professional bodies and associations
- Job shadowing to see how the job is done in a real workplace.

After seeing which jobs interest you the most, think about any specific issues which could make a job more or less suitable for you (e.g. any health issues you may have, the hours you would be required to work, the location of work).

Next, look at possible employers, possibilities for further training and job opportunities in your area.

We hope you are finding the Skills Health Check Tools useful!

### **What next?**

The feedback in this report covers all the assessments you have finished so far. These are shown in the table below.

<b>Skill areas</b>	✓
<b>Interests</b>	
<b>Personal style</b>	
<b>Motivation</b>	
<b>Working with numbers</b>	
<b>Working with written information</b>	
<b>Checking information activity</b>	
<b>Solving mechanical problems</b>	
<b>Working with shapes</b>	

<b>Solving abstract problems</b>	
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You might be interested in completing some more question sets. If you do this, you can then get a fresh report with information about that question set.

If you have created an account, you can save your progress and return to complete or download your assessments at any time. Whenever you log in to your account you can find your report, and if you complete more question sets they will be added to this report.

### **Next steps after your Skills Health Check**

Now you've completed your Skills Health Check we hope you have clearer idea of what your strengths are. This can help you to choose jobs in which you can make the most of these strengths.

You might also have identified skills you need to work on. This is especially relevant if the jobs you want to get into need these skills.

For further support with planning your next steps or advice on careers and skills, call 0800 100 900 (8am to 10pm, 7 days a week) to speak to an adviser. Visit our website to explore the different ways to [contact an adviser](#).

### **More advice from the National Careers Service**

Visit the [National Careers Service website](#) for more information and advice on which skills and qualifications you need to get into over 800 different jobs, search for courses and find out more about how to contact an adviser.