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YOUR CAREER ▾

OCCUPATIONS ▾

INDUSTRIES ▾

TOOLS ▾



CAREER TEST: SKILLS AUDIT - RESULTS

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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](#)

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.

TEAM WORKING

You've identified 'Team Working' 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:

- Working collaboratively
- Motivating others
- Allowing others to take the lead
- Co-ordinating my work with others

Further advice on team working can found on this website in the Your Career (/your-career) section.

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

- Actively participates in team.
- Encourages co-operation.
- Aware of the needs of others and responds flexibly.
- Shares information and supports other team members.
- Can get things done through others and set realistic objectives.
- Seeks opportunities to develop others.
- Prioritises team goals over individual goals.

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

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.

- Your career (/your-career)
- Occupations (/occupations)
- Industries (/industries)
- 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.

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ABOUT CAREERSMART

The one-stop shop for professionals seeking career advice, Careersmart has all bases covered.

From career development to redundancy, pay, health and workplace issues, different types of employment and pensions, the website is a wealth of information and practical advice.



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POWERED BY LMI FOR ALL

This site uses the 'LMI for All' online data portal to access official government 'big data' sources. This powers the labour market data provided on this site.

Fine out more about [LMI for All and how has it been used on this site \(/what-lmi-all-and-how-has-it-been-used-site\)](/what-lmi-all-and-how-has-it-been-used-site).

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