

KF5012 SKILLS AUDIT

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Part 1 Key Skills

SKILLS AREA	I CAN DO THIS WELL	OK, BUT I NEED MORE PRACTICE	I CAN'T DO THIS	PRIORITY DEVELOPMENT OF THIS SKILL 1 = very important, 2 = quite important, 3 = not important
ORGANIZATION OF LEARNING				
I have strategies to help me to plan and manage my time	X			2
I am able to effectively prioritise my tasks and activities	x	x		1
I am able to work to deadlines	X			1
I am aware of what makes my learning more effective (e.g. place to study, time to study etc)	X			2

INFORMATION SEEKING SKILLS				
I am able to find a specific book or journal in the library using the on-line catalogue	x			3
I am able to use a variety of different sources to find information (e.g. journals, books, electronic resources)	X			1
I am able to access and search electronic resources (on-line databases, electronic journals CD-ROMs)		X		2
I am able to use search gateways on the Internet to find information		X		2
I am able to evaluate the information I find		X		2
READING AND NOTEMAKING				
I can decide which parts of a book I need to read		X		2
I have a system for recording where I find information (e.g. book, author, date)			X	2
I can select and use different reading strategies (e.g. skim, scan, in-depth)	X			3
I can make effective notes when reading	X			1
I can make effective notes when listening (e.g. during lectures)	X			1
I have a system for recording and storing my notes			X	1

WRITING SKILLS				
I can analyse assignment (essay, report etc) questions to determine what is expected		X		1
I understand the difference between an essay and report	X			1
I can produce a written plan to answer an assignment question	X			2
I can punctuate, use grammar and spelling correctly	X			1
I am confident I can express my ideas clearly in written form	X			1
I am able to adapt my writing styles to suit the appropriate media/audience	X			1
I understand the need to reference my work to avoid plagiarism	X			1

SPOKEN COMMUNICATION				
I am able to express my views verbally	x			1
I am confident speaking in front of a group of people	x			1
I can prepare, plan and deliver a presentation	x			1
I can use visual aids to support a presentation	x			2
I am able to listen to and appreciate the views of others	x			1

WORKING WITH NUMBERS				
I am competent in making simple calculations	x			1
I can present numerical information accurately	x			1
I can competently use a variety of numerical techniques (e.g. percentages, fractions, decimals)	x			1
I can interpret and present information in graphs and illustrations		x		2

WORKING WITH OTHERS				
I am good at working with other people	X			1
I am able to lead or organize a group		X		3
I know how to plan and manage meetings		X		2
I am good at co-ordinating a group such as storing and sharing files and documents	X			1
I am good at supporting other people	X			1
I am able to get the best out of others		X		2
I can motivate others		x		3
I am able to manage conflict or disagreement	x			3
People look at me as a leader			X	3

STRESS MANAGEMENT				
I know what causes stress			x	3
I am aware of my personal symptoms of stress			x	3
I can use strategies to help me cope with my stress or other people's stress			x	3

PERSONAL DEVELOPMENT PLANNING				
I am able to identify my personal goals			x	2
I am a good judge of what my strengths and areas for development are		X		2
I am able to identify opportunities for learning outside my course, e.g. clubs, societies, employment		x		1
I am able to plan for my personal development		X		1

Part 2 Technical Skills directly relevant to your course.

Decide on a list of skills you might need for this module as a group then complete the audit individually.

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Team Work	X			1
Java Programming	x			1
Database Management	x			1
Presentation Skills	X			3
Written		x		2
Good Communication	X			2
Listening	X			2
Attendance		x		2
Time Management		x		1
Workload Prioritisation	X			1
Requirements Analysis			x	2
Working to a specification		X		1
Reading	X			3
Decision Making	X			3
Conflict Resolution	x			1
Problem Solving	X			1