ALX PROFESSIONAL FOUNDATIONS: SKILLS TRACKER

INSTRUCTIONS FOR THIS SKILLS TRACKER:

- 1. At the beginning of the Foundations Program, rate your skills by completing the BEFORE Foundations sections ONLY [columns B and G].
 2. Do not complete the Growth Mapping 2, 3 and 4 columns. You will complete these only when instructed at designated points throughout your Foundations journey. Clear instructions on when the next 'growth tracking' will take place and will be shared with you as part of the learning material on the LMS.

 3. Rate yourself compared to an average early career professional.
- 4. At this stage, you are not expected to have a high ratings, especially for tech skills, and you will never be penalised for any low rating.

 5. This exercise is for YOU, to help you track your progress. So be honest as you identify your strengths and areas in need of further development. This will help you focus as you cover each skill in this

program.								
Scale								
For the "Before Foundations" Column (B&G):								
I am outstanding.	5	Enter 5 if you are exceptional in the area.						
I have a good level of skills.	4	Enter 4 if you possess good/solid skills.						
My skills are average.	3	Enter 3 if you know some stuff, but not everything and just do okay.						
I know some things.	2	Enter 2 if have little experience and know there is still room for substantial growth.						
I have very minimal or no skills.	1	Enter 1 if you have minimal or no skills in the area.						
For the "Growth Tracking" Columns:								
Exceptional growth	5	Enter 5 if you have shown exceptional growth and reached a satisfactory level of competence in this area.						
Significant growth	4	Enter 4 if you have made substantial progress and are confident in your abilities.						
Moderate (average) growth	3	nter 3 if you have made noticeable strides and have a decent level of proficiency.						
Some growth	2	inter 2 if you've experienced minor improvements, but there's still room for substantial progress.						
Very little or no growth	1	Enter 1 if you feel that your growth in this area has been minimal or negligible.						

	Before Foundations	Growth Tracking 2	Growth Tracking 3	Growth Tracking 4		Before Foundations	Growth Tracking 2	Growth Tracking 3	Growth Tracking 4
LEADING SELF	Rating				MANAGING COMPLEX TASKS	Rating			
Core Values	5	5			Project Scoping				
Self-awareness [Personal Mission Statement]	1	3			Project Structuring				
Self-regulation [Emotional Intelligence]	3	4			Project Planning				
Self-improvement [Growth Mindset]	4	5			Project Coordination				
Self-improvement [Healthy Habits Formation]	2	2			Project Execution				
LEADING SELF	Rating				COMMUNICATION FOR IMPACT	Rating			
Grit & Resilience					Audience Awareness				
Proactivity					Writing Process				
Time Management					Appropriate & consistent Voice				
Prioritization Techniques					Organising for Effective Communication				
					Storytelling and Presentation				
LEADING OTHERS	Rating				ENTREPRENEURIAL THINKING	Rating			
Empathy					Identifying Opportunities				
Diversity					Human-centred Design Thinking				
Relationship Building					Creative Thinking and Innovation				
Feedback					Wireframes and 3D Prototyping				

Collaboration			Design Iterative Process		1	
QUANTITATIVE REASONING	Rating		CRITICAL THINKING	Rating		
Data Contextualisation			Authentic Inquiry			
Uncertainty and Modelling of the Real World			Evidence/Research Analysis			
Empirical Research			Arguments and Judgement			
Data-based Decision Making			Synthesis			
Quantitative Problem Solving			Test Taking Skills			
TECH ECOSYSTEM	Rating		CAREER ADVANCEMENT	Rating		
Technical/Product Team Roles & Functions			Self-presentation [Elevator Pitch/LinkedIn]			
Google Workspace Tools			Self-presentation [Resume/ Cover Letter/Bio]			
Al Tools, Concepts & Techniques			Networking			
Ethics in Tech			Interviewing			
			Negotiating			
HET CHILLS YOU SCORED DETWEEN 3 7 IN A	NO MANUTANES TO DEVEL OR	FURTUER				
LIST SKILLS YOU SCORED BETWEEN 1 - 3 IN A						
(Example) Evidence/Research Analysis	Growth pl Subscribe to research a					
Skill 2	Subscribe to research di	ialysis poacasts				
Skill 3						
Skill 4 Skill 5						
Skill 6						
Skill 7						
Skill 8						
Skill 9						
Skill 10						
Skills 11						