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**CAREER TEST: SKILLS AUDIT - RESULTS**

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# CAREER TEST: SKILLS AUDIT - RESULTS

## 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](#)

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## COMMERCIAL AWARENESS

You've identified 'Commercial Awareness' 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:

- Being commercially aware

- Understanding how the economy affects my business
- Describing how I help my business achieve commercial success
- Understanding how my business is different to competitors

This skills area relates to the 'Business Awareness' key competency, which includes the following elements

- Knows what we do and how we do it.
- Is aware of competitors.
- Up-to-date with general business news.
- Aware of developments in the sector.
- Thinks about implications.
- Has worked in a commercial setting.
- Understands the importance of customer satisfaction and shareholder value.

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

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## COMMUNICATION SKILLS

You've identified 'Communication Skills' 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:

- Actively listening
- Handling interpersonal conflict
- Delivering business presentations
- Communicating assertively

Further advice on communication skills (/improving-communication-skills) can found on this website.

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

- Able to communicate information and ideas clearly and articulately both in oral and written form.
- Uses appropriate language, style and methods, depending on audience and the purpose of communication.
- Able to convey complex information clearly.
- Anticipates the information that others will need.

Further information on key competencies is available in the booklet 'Practical Guide to Planning and

Developing Your Career', available to download from this site.

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## 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.

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(/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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