A close up of a logo

Description automatically generatedA picture containing drawing

Description automatically generatedA close up of a sign

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| **Self Assessment - Skills** | Name: Date of audit: |

This skills audit resource is to help you recognise your skills and which you enjoy using. You can identify skills you need to, or would like to, work on and plan a skills development strategy to achieve your career goals. Use it termly or annually as part of your career development plan.

Skills can be developed in any area of life – academic, sports, student societies, work experiences or interests. Skills are equally valuable whether developed in paid or voluntary experience. Don’t worry if you don’t think you’re good at a skill. If it’s important to you and your career plans think about how you’ll focus on developing it.

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| **Skill** | **Skill level**  **1 – 10**  **(low - high)** | **Examples demonstrating the skill** | **Do you enjoy using this skill?**  **1 – 10**  **(low - high)** | **Would you like to develop this skill** | **Plan to develop this skill this term/year** |
| e.g. Teamwork | 5 | Rowing/orchestra | 8 | Yes | student society committee, internship/work experience |
| e.g. Presentation | 3 | Report produced during vacation experience | 2 | yes | Faculty rep, introducing speakers, giving a talk |
| **Communications:** persuading, negotiating, influencing  ***Oral Communications*** (debating, explaining, presenting, campaigning)  ***Written Communications*** (writing, reviewing, briefing, report writing) |  |  |  |  |  |
| **Teamwork/collaboration** (a team can just be two people working towards a shared goal) |  |  |  |  |  |
| **Leadership: (**Managing/supervising/supporting others, motivation, delegation) |  |  |  |  |  |

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| **Building working relationships**  Networking, collaborating |  |  |  |  |  |
| **Emotional Intelligence:**  self awareness, awareness of others emotional state (adapting accordingly)  Diplomacy/empathy |  |  |  |  |  |
| **People skills:** Persuasion, influencing, negotiation, cross cultural sensitivity |  |  |  |  |  |
| **Creativity:**  Innovation, initiating, strategy, ideas |  |  |  |  |  |
| **Complex problem solving/overcoming challenge:** dealing with the unexpected,  Creative solutions, innovative thinking, holistic thinking |  |  |  |  |  |
| **IT/Technology:**  Digital communication, Advanced excel/word, Presentation platforms – moodle, webinars, Photoshop, Coding skills/languages |  |  |  |  |  |
| **Organisation/Administration:**  Project/event management  processes/systems, planning a strategy to achieve a goal |  |  |  |  |  |
| **Time Management:**  Planning/prioritising workloads, multi-tasking, working under pressure |  |  |  |  |  |

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| **Commercial Awareness:** interest in how and why businesses operate, adding  value, improving systems |  |  |  |  |  |
| **Numeracy:**  Fundraising, budgeting, statistics |  |  |  |  |  |
| **Adaptability/Flexibility** |  |  |  |  |  |
| **Analysis/research/attention to detail**:  Qualitative and quantitative skills |  |  |  |  |  |

Look at job descriptions you would like to apply for in the future. Add below any additional skills you would like to develop.

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