

Meta-skills profiling tool



Purpose:

The purpose of this tool is to help you develop an awareness of meta-skills and how they relate to your role or project.

There are 3 steps to complete the tool:

- 1) Provide a description for each of the 12 skills, in your own words. What do they mean from your perspective? You may wish to discuss this with your teacher, peers or employer/mentor to help you do this.
- 2) Select one response from the 5 reflective statements that you think best applies to your work, or the project that you will work on.
- 3) Provide one or more "example situations" of when you use (or might use) the relevant meta-skills in your role at work, or within your project. You may wish to discuss this with your employer/mentor or assessor.

Name:

Date:

Reflective Statements

Meta-Skill

Respondent guidance:

Please describe what each of the 12 meta-skills means to you, in your own words. 1 or 2 sentences maximum per entry.

I never make use of this skill in my role or project	I rarely make use of this skill in my role or project	From time to time , I make use of this skill in my role or project	I regularly make use of this skill in my role or project	I make use of this skill on a daily basis in my role or project
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Focussing
Integrity
Adapting
Initiative

Communicating
Feeling
Collaborating
Leading

Curiosity
Creativity
Sense-making
Critical thinking



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Meta-Skill

Example situations

Can you give an example of when you use (or might use) this meta skill in carrying out your role at work, or within your project?



Focussing



Integrity



Adapting



Initiative

Self management: Manage the now



Communicating



Feeling



Collaborating



Leading

Social Intelligence: Connect with the world



Curiosity



Creativity



Sense-making



Critical thinking

Innovation: Create our own change