

# 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.				
Self management: Manage the now	 Focussing					
	 Integrity					
	 Adapting					
	 Initiative					
Social Intelligence: Connect with the world	 Communicating					
	 Feeling					
	 Collaborating					
	 Leading					
Innovation: Create our own change	 Curiosity					
	 Creativity					
	 Sense-making					
	 Critical thinking					

	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 you project?
Self management: Manage the now	 Focussing	
	 Integrity	
	 Adapting	
	 Initiative	
Social Intelligence: Connect with the world	 Communicating	
	 Feeling	
	 Collaborating	
	 Leading	
Innovation: Create our own change	 Curiosity	
	 Creativity	
	 Sense-making	
	 Critical thinking	