



Meta-skills self assessment tool

Purpose:

In the previous exercise, you profiled the 12 meta-skills, considering how they might appear in the process of completing your project. In this next exercise, you will conduct a self-assessment of these skills, to understand where you are currently, what strengths you think you have and where you might like to develop. This information will help you to produce your development plan in the next exercise.

To complete this exercise, you need to consider each meta-skill in relation to two factors and then select one of the 4 options for each skill.

1. How aware are you of the skill

Do you understand what it is, how you might use it and how it can help you to be more effective?

2. How confident are you to practice the skill

Are you comfortable practicing the skill at present, or are you unsure of how to use or demonstrate it in your work?

At the end of the exercise, you will need to select 2 to 4 skill to develop over the course of your project and provide reasons for your selections.















Name:

Date:

		<div><div></div><div>Self assessment categories for meta-skills</div><div>Select the category that best describes you at this point</div></div> <div><div></div><div>Development areas</div></div> <div><div></div><div>Strengths</div></div>			
Meta-Skill		Definitions please enter the definition you created in the previous exercise for reference.			
Self management: Manage the now	<div></div> <div>Focussing</div>				
	<div></div> <div>Integrity</div>				
	<div></div> <div>Adapting</div>				
	<div></div> <div>Initiative</div>				
Social Intelligence: Connect with the world	<div></div> <div>Communicating</div>				
	<div></div> <div>Feeling</div>				
	<div></div> <div>Collaborating</div>				
	<div></div> <div>Leading</div>				
Innovation: Create our own change	<div></div> <div>Curiosity</div>				
	<div></div> <div>Creativity</div>				
	<div></div> <div>Sense-making</div>				
	<div></div> <div>Critical thinking</div>				



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	Meta-Skill	Comments please provide comments to explain your self assessment. If you are aware of the skill and its value to your work, what can you say about this? If you are confident to practice the skill, can you provide examples of where you have done this previously? If you're not confident to practice is can you explain why?	 Strong skills to use	
Self management: Manage the now	 Focussing		Skill 1:	
	 Integrity		Skill 2:	
	 Adapting		Skill 3:	
	 Initiative			
Social Intelligence: Connect with the world	 Communicating		 Weak skills to develop	
	 Feeling			Skill 1:
	 Collaborating			Skill 2:
	 Leading			Skill 3:
Innovation: Create our own change	 Curiosity		Skill 4:	
	 Creativity			
	 Sense-making			
	 Critical thinking			