ALX PROFESSIONAL FOUNDATIONS: SKILLS TRACKER

INSTRUCTIONS FOR THIS SKILLS TRACKER:
1. At the beginning of the Foundations Program, rate your skills by completing the BEFORE Foundations sections ONLY (columns B and C).
2. Do not complete the Growth Mapping 2, 3 and 4 columns. You will complete these only when instructed at designated points throughout your Foundations journey. Clear instructions on when the next 'growth tracking' will take place and will be shared with you as part of the learning material on the LMS.
3. Rate yourself compared to an average early career professional.
4. At this stage, you are not expected to have a high ratings, especially for tech skills, and you will never be penalised for any low rating.
5. This exercise is for YOU, to help you track your progress. So be honest as you identify your strengths and areas in need of further development. This will help you focus as you cover each skill in this program.

Scale

For the "Before Foundations" Column (B&C):		
I am outstanding.	5	Enter 5 if you are exceptional in the area.
I have a good level of skills.	4	Enter 4 if you possess good/solid skills.
My skills are average.	3	Enter 3 if you know some stuff, but not everything and just do okay.
I know some things.	2	Enter 2 if have little experience and know there is still room for substantial growth.
I have very minimal or no skills.	1	Enter 1 if you have minimal or no skills in the area.
For the "Growth Tracking" Columns		
Exceptional growth	5	Enter 5 if you have shown exceptional growth and reached a satisfactory level of competence in this area.
Significant growth	4	Enter 4 if you have made substantial progress and are confident in your abilities.
Moderate (average) growth	3	Enter 3 if you have made noticeable strides and have a decent level of proficiency.
Some growth	2	Enter 2 if you've experienced minor improvements, but there's still room for substantial progress.
Very little or no growth	1	Enter 1 if you feel that your growth in this area has been minimal or negligible.

	Before Foundations	Growth Tracking 2	Growth Tracking 3	Growth Tracking 4		Before Foundations	Growth Tracking 2	Growth Tracking 3	Growth Tracking 4
LEADING SELF	Rating				**MANAGING COMPLEX TASKS**	Rating			
Core Values	5				Project Scoping	2			
Self-awareness [Personal Mission Statement]	1				Project Structuring	2			
Self-regulation [Emotional Intelligence]	3				Project Planning	2			
Self-improvement [Growth Mindset]	4				Project Coordination	1			
Self-improvement [Healthy Habits Formation]	2				Project Execution	1			
LEADING SELF	Rating				**COMMUNICATION FOR IMPACT**	Rating			
Grit & Resilience	5				Audience Awareness	3			
Proactivity	3				Writing Process	3			
Time Management	5				Appropriate & consistent Voice	3			
Prioritization Techniques	4				Organising for Effective Communication	3			
					Storytelling and Presentation	3			
LEADING OTHERS	Rating				**ENTREPRENEURIAL THINKING**	Rating			
Empathy	3				Identifying Opportunities	4			
Diversity	4				Human-centred Design Thinking	2			
Relationship Building	4				Creative Thinking and Innovation	1			
Feedback	2				Wireframes and 3D Prototyping	1			
Collaboration	1				Design Iterative Process	2			
QUANTITATIVE REASONING	Rating				**CRITICAL THINKING**	Rating			
Data Contextualization	3				Authentic Inquiry	4			
Uncertainty and Modelling of the Real World	2				Evidence/Research Analysis	4			
Empirical Research	3				Arguments and Judgement	3			
Data-based Decision Making	1				Synthesis	3			
Quantitative Problem Solving	1				Test Taking Skills	2			
TECH ECOSYSTEM	Rating				**CAREER ADVANCEMENT**	Rating			
Technical/Product Team Roles & Functions	3				Self-presentation [Elevator Pitch/LinkedIn]	3			
Google Workspace Tools	2				Self-presentation [Resume/ Cover Letter/Bio]	3			