**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Banner ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organisation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Dates** | **Activity** | **Skills (choose appropriate Skills from the list below)** | **Reflection** |
| ***Example***  *17 Jan 13* | *Board Meeting*   * *Reviewed documentation* * *Reviewed accounts* | *Commercial Awareness*  *Analysis* | * *Better understanding of financial reports (business/commercial awareness)* * *Improved analysis skills to review and question report contents* |
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**Please expand and add additional duplicate pages as required**

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| **Skill** | **Description** | **Rate confidence 1-5 where 5 = high** | |
| **Before** | **After** |
| **Analysis/research skills** | I am able to relate and compare data from different sources, identify issues, find relevant information and identify relationships |  |  |
| **Problem solving/Decision-making skills** | I am able to make informed decisions that enable me to identify the most appropriate way to overcome a problem |  |  |
| **Planning and Organisation** | I am able to establish a course of action for myself and/or others to accomplish a specific goal. I can plan for , and allocate, resources effectively |  |  |
| **Teamwork** | I build and develop appropriate relationships with academic staff, peers, colleagues and people within an organisation |  |  |
| **Written Communication** | I am able to write well-constructed, well presented essays, reports and letters for a variety of audiences |  |  |
| **Presentation Skills** | I am able to present ideas and information clearly, concisely and appropriately to an audience using an appropriate technology |  |  |
| **Adaptability/Flexibility** | I am able to anticipate and handle change and maintain effectiveness in a changing environment |  |  |

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| **Skill** | **Description** | **Rate confidence 1-5 where 5 = high** | |
| **Before** | **After** |
| **Creativity/Initiative** | I can support, or start, a new project and have the ability to come up with new ideas or make changes to the standard way of doing things taking into consideration best practice |  |  |
| **Personal Development** | I maintain an up-to-date personal development plan and understand the importance of actively reviewing and maintaining this in order to set appropriate goals |  |  |
| **Commercial Awareness** | I am able to understand the economics of a business from both the organisation and the customer’s perspective. I can relate this to the wider business world |  |  |
| **Enthusiasm/Motivation** | Through my energy and consistent desire to achieve I demonstrate steady progress towards goals without requiring outside pressure. I show passion in undertaking activities and this helps to drive me forward. |  |  |
| **Technical Ability** | I maintain up to date knowledge of key trends in technology and have experience of using modern technology |  |  |
| **Leadership** | I am able to lead, motivate and manage a team or have experience of mentoring, teaching or training others. |  |  |
| **Strategy** | I am able to think strategically to meet organisational objectives. I engage with national policy making, planning and agenda setting. |  |  |