

# ALX Professional Foundations | Skills Tracker | Phase 1 Progress

## INSTRUCTIONS TO COMPLETE THE SKILLS TRACKER

- At the beginning of the program only rate your skills by completing the **BEFORE FOUNDATIONS** sections (**columns B and E**)
- At the end of Phase 1 you must rate your progress and growth by completing the **END OF Phase 1** section (**columns C and F**)
- You are not expected to have a high rating and you will not be penalised for any low rating.
- This exercise is to help you track your progress. Be honest so you can identify areas you are good in and those that need further development.

### Scale

BEFORE FOUNDATIONS COLUMN		Scale
I am a pro	5	Enter <b>5</b> if you are already exceptional in the area.
I have good skills	4	Enter <b>4</b> if you possess good/solid skills.
My skills are average	3	Enter <b>3</b> if you know some stuff, but not everything and just do okay.
I know a little	2	Enter <b>2</b> if have little experience and know there is still room for substantial growth.
I have no skills	1	Enter <b>1</b> if you have minimal or no skills in the area.

### END OF Professional Foundations Phase 1 COLUMN

Exceptional Growth	5	Enter <b>5</b> if you have shown exceptional growth and reached a satisfactory level of competence in this area.
Significant Growth	4	Enter <b>4</b> if you have made substantial progress and are confident in your abilities.
Moderate (average) Growth	3	Enter <b>3</b> if you have made noticeable strides and have a decent level of proficiency.
Some Growth	2	Enter <b>2</b> if you've experienced minor improvements, but there's still room for substantial progress.
Very Little Growth	1	Enter <b>1</b> if you feel that your growth in this area has been minimal or negligible.

LEADING SELF	Before Foundations	End of Phase 1	MANAGING COMPLEX TASKS	Before Foundations	End of Phase 1
	Rating	Rating		Rating	Rating
Self-awareness	3		Project Scoping		
Proactivity	5		Project Structuring		
Lifelong Values	2		Project Planning		
Self-improvement	1		Project Coordination		2

Self-regulation	4	Project Execution	
<b>LEADING OTHERS</b>	<b>Rating</b>	<b>COMMUNICATION FOR IMPACT</b>	<b>Rating</b>
Empathy		Audience Awareness	
Diversity		Writing Process	
Relationship Building		Appropriate & consistent Voice	
Feedback		Organising for Effective Communication	
Collaboration		Storytelling and Presentation	
<b>ENTREPRENEURIAL THINKING</b>	<b>Rating</b>	<b>CRITICAL THINKING</b>	<b>Rating</b>
Systems Thinking		Authentic Inquiry	
Identifying Opportunities		Evidence/Research Analysis	
Human-centred Thinking		Arguments and Judgement	
Creativity and Innovation		Synthesis	
Continuous Iteration			
<b>QUANTITATIVE REASONING</b>	<b>Rating</b>	<b>TECH ECOSYSTEM</b>	<b>Rating</b>
Data Contextualisation		Understanding how technical & product teams work	5
Uncertainty and Modelling of the Real World		Tech Tools	
Empirical Research		Ethics in Tech	1
Data-based Decision Making		Technical Literacy	
Quantitative Problem Solving		Knowledge of Tech Track Specializations	
<b>Daily 3 HABITS</b>	<b>Rating</b>		
Movement			
Meditation			
Morning Pages			
<b>LIST SKILLS YOU SCORED BETWEEN 1 - 3 IN AND WANT TO GROW FURTHER</b>			
<i>There are no limits. You can add any number of skills you want to grow in.</i>			
	<b>Skill</b>		<b>Growth plan</b>
	Example	Movement	I will join a running club.
	Skill 1		

