# ALX Professional Foundations | Skills Tracker | Phase 1 Progress

**INSTRUCTIONS TO COMPLETE THE SKILLS TRACKER**

1. **At the beginning of the program** only rate your skills by completing the **BEFORE FOUNDATIONS** sections (**columns B and E**)
2. 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**)
3. You are not expected to have a high rating and you will not be penalised for any low rating.
4. 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 | | |
|---|---|---|
| I am a pro | 5 | Enter **5** if you are already exceptional in the area. |
| I have good 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 a little | 2 | Enter **2** if have little experience and know there is still room for substantial growth. |
| I have no skills | 1 | Enter **1** if you have minimal or no skills in the area. |

| END OF Professional Foundations Phase 1 COLUMN | | |
|---|---|---|
| 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 Growth | 1 | Enter **1** if you feel that your growth in this area has been minimal or negligible. |

| | Before Foundations | End of Phase 1 | | Before Foundations | End of Phase 1 |
|---|---|---|---|---|---|
| **LEADING SELF** | Rating | | **MANAGING COMPLEX TASKS** | 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 | | |
|---|---|---|---|---|
| **LEADING OTHERS** | **Rating** | **COMMUNICATION FOR IMPACT** | **Rating** | |
| Empathy | | Audience Awareness | | |
| Diversity | | Writing Process | | |
| Relationship Building | | Appropriate & consistent Voice | | |
| Feedback | | Organising for Effective Communication | | |
| Collaboration | | Storytelling and Presentation | | |
| **ENTREPRENEURIAL THINKING** | **Rating** | **CRITICAL THINKING** | **Rating** | |
| Systems Thinking | | Authentic Inquiry | | |
| Identifying Opportunities | | Evidence/Research Analysis | | |
| Human-centred Thinking | | Arguments and Judgement | | |
| Creativity and Innovation | | Synthesis | | |
| Continuous Iteration | | | | |
| **QUANTITATIVE REASONING** | **Rating** | **TECH ECOSYSTEM** | **Rating** | |
| 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 | | |
| **Daily 3 HABITS** | **Rating** | | | |
| Movement | | | | |
| Meditation | | | | |
| Morning Pages | | | | |

**LIST SKILLS YOU SCORED BETWEEN 1 – 3 IN AND WANT TO GROW FURTHER**

**There are no limits. You can add any number of skills you want to grow in.**

| | **Skill** | **Growth plan** |
|---|---|---|
| *Example* | *Movement* | *I will join a running club.* |
| Skill 1 | | |

| | Skill 2 | |
|---|---|---|
| | Skill 3 | |
| | Skill 4 | |
| | Skill 5 | |
| | Skill 6 | |
| | Skill 7 | |
| | Skill 8 | |
| | Skill 9 | |
| | Skill 10 | |
| | Skill 11 | |