

Your personal skills audit



SKILL	SUMMARY	CONFIDENCE / COMPETENCE	EXAMPLES	HOW TO DEVELOP
Written communication	I can write clearly and concisely in a range of different formats to communicate messages effectively to varied audiences.	1 2 3 4 5		
Oral communication / presentation skills	I can summarise and communicate information effectively when speaking with people or delivering presentations.	1 2 3 4 5		
Time management	I can manage my time and prioritise my workload to ensure that I produce high-quality work within set deadlines.	1 2 3 4 5		
Problem-solving	I know how to find logical, constructive, and realistic solutions when I am presented with complex problems.	1 2 3 4 5		
Teamwork	I am able to work effectively as a member of a team in order to help my team achieve its goals.	1 2 3 4 5		
Leadership	I am able to use a range of approaches and techniques to lead a team towards its goals.	1 2 3 4 5		
IT skills	I can use IT packages (e.g. Word, Excel, and Access). I can use specialist IT packages that are specific to my particular subjects (if applicable).	1 2 3 4 5		
Information skills	I am able to find sources of information (including online sources) quickly and easily. I am able to evaluate different sources of information to determine their reliability.	1 2 3 4 5		
Independent learning	I am able to manage my own workload and complete tasks on my own with minimal input or supervision from my teachers.	1 2 3 4 5		

