**Skills Audit**

**Enjoyment Scale**

**Competence Scale**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Skills** | **Enjoy** | **OK** | **Dislike** | **Evidence of Competence** |  | **Strong** | **Reasonable** | **Needs Development** | **Ideas for Development** |
| **Drive** (Making things happen & looking for better ways of doing things) |  |  |  |  |  |  |  |  |  |
| **Time Management** |  |  |  |  |  |  |  |  |  |
| **Report Writing** |  |  |  |  |  |  |  |  |  |
| **Written Communication** |  |  |  |  |  |  |  |  |  |
| **Integrity** (Maintains confidentiality, questions inappropriate behaviour & adheres to standards and procedures) |  |  |  |  |  |  |  |  |  |
| **Networking** |  |  |  |  |  |  |  |  |  |
| **Teamworking** |  |  |  |  |  |  |  |  |  |
| **Skills** | **Enjoy** | **OK** | **Dislike** | **Evidence of Competence** |  | **Strong** | **Reasonable** | **Needs Development** | **Ideas for Development** |
| **Leadership\*** |  |  |  |  |  |  |  |  |  |
| **Managing Learning\*** (Takes control of own learning throughout life) |  |  |  |  |  |  |  |  |  |
| **Risk Taking\*** |  |  |  |  |  |  |  |  |  |
| **Problem Solving\*** |  |  |  |  |  |  |  |  |  |
| **Action Planning** |  |  |  |  |  |  |  |  |  |
| **Influencing** |  |  |  |  |  |  |  |  |  |
| **Verbal Communication** |  |  |  |  |  |  |  |  |  |
| **Managing Career\*** (Takes responsibility for developing the competencies needed for current and future role) |  |  |  |  |  |  |  |  |  |
| **Numeracy** (Competence & understanding of numerical data, statistics & graphs) |  |  |  |  |  |  |  |  |  |
| **Skills** | **Enjoy** | **OK** | **Dislike** | **Evidence of Competence** |  | **Strong** | **Reasonable** | **Needs Development** | **Ideas for Development** |
| **Negotiating** |  |  |  |  |  |  |  |  |  |
| **Enterprising\*** |  |  |  |  |  |  |  |  |  |
| **Decision Making** |  |  |  |  |  |  |  |  |  |
| **Professionalism** (Pays care and attention to quality of their work and empowers others) |  |  |  |  |  |  |  |  |  |
| **Flexibility** (Adapt successfully to changing situations & environments) |  |  |  |  |  |  |  |  |  |
| **Commercial Awareness\***(Understanding business & how it affects the organisation & sector) |  |  |  |  |  |  |  |  |  |
| **Global Skills**(Able to speak and understand other languages.Appreciation of other cultures) |  |  |  |  |  |  |  |  |  |
| **Analysing** |  |  |  |  |  |  |  |  |  |
| **Persuading** |  |  |  |  |  |  |  |  |  |
| **Skills** | **Enjoy** | **OK** | **Dislike** | **Evidence of Competence** |  | **Strong** | **Reasonable** | **Needs Development** | **Ideas for Development** |
| **Proactive** |  |  |  |  |  |  |  |  |  |
| **Self-awareness** (Awareness of achievements, abilities, values & weaknesses) |  |  |  |  |  |  |  |  |  |
| **Planning** |  |  |  |  |  |  |  |  |  |
| **Computer Literacy** |  |  |  |  |  |  |  |  |  |
| **Investigating** |  |  |  |  |  |  |  |  |  |
| **Personal Impact/Confidence**(Presents a strong, positive and professional image to others. Inspires confidence and commands respect) |  |  |  |  |  |  |  |  |  |
| **Creativity** |  |  |  |  |  |  |  |  |  |
| **Independence**(Able to work under own directions)  |  |  |  |  |  |  |  |  |  |
| **Skills** | **Enjoy** | **OK** | **Dislike** | **Evidence of Competence** |  | **Strong** | **Reasonable** | **Needs Development** | **Ideas for Development** |
| **Organisation** |  |  |  |  |  |  |  |  |  |
| **Project Management\*** |  |  |  |  |  |  |  |  |  |
| **Self-Management** |  |  |  |  |  |  |  |  |  |
| **Managing Stress**(Ability to maintain effective performance under pressure) |  |  |  |  |  |  |  |  |  |
| **Initiative** |  |  |  |  |  |  |  |  |  |
| **Thinking Laterally** |  |  |  |  |  |  |  |  |  |
| **Interpersonal Sensitivity**(Recognises and respects different perspectives. Open to new ideas) |  |  |  |  |  |  |  |  |  |
| **Customer Service**(Being friendly, caring & diplomatic with clients & customers) |  |  |  |  |  |  |  |  |  |