

Worksheet

Skills audit



Which are your strongest skills? What do you need to develop further? For each of the eight essential skills below, tick the steps you feel you have already achieved.

Listening

I listen to others and I can remember their main points

I listen to others and can tell someone else what it was about

I listen to others and know why they are communicating with me

I show I am listening by asking questions

I am aware of how a speaker is influencing me through their tone

Speaking

I speak clearly to people I know

I speak clearly to individuals and groups I do not know

I speak effectively by making points in a logical order

I speak effectively by using appropriate language

I engage my listeners by using tone of voice, expression and gesture

Problem solving

I complete tasks by finding someone to help if I need them

I complete tasks by finding information I need myself

I explore problems by thinking about pros and cons of possible solutions

I explore complex problems by building my understanding through research

I analyse complex problems by using logical reasoning

Creativity

I generate ideas when I have been given a clear set of instructions

I generate ideas to improve something

I use creativity in my school work

I develop ideas using mind mapping

I develop ideas by asking myself questions

Staying positive

I can tell when others feel positive or negative

I keep trying and stay calm when things go wrong

I keep trying when things go wrong, and think about what happened

I keep trying, & I encourage others to keep trying, when things go wrong

I look for opportunities in difficult situations

Aiming high

I know what doing well looks like for me

I work with a positive approach to new challenges

I set goals for myself

I order and prioritise tasks to achieve my goals

I create plans that include clear targets to make progress tangible

Leadership

I manage dividing up tasks between others in a fair way

I manage group discussions to reach shared decisions

I recognise my own strengths and weaknesses as a leader

I recognise the strengths and weaknesses of others in my team

I support others through mentorship

Teamwork

I work well with others by being on time and reliable

I work well with others by taking responsibility for completing my tasks

I contribute to group decision making

I contribute to group decision making, encouraging others to contribute

I improve the team by resolving unhelpful conflicts

Now choose three of your strongest skills. What evidence do you have to support your view of your strongest skills? Maybe someone has given you feedback about your skill or you have some specific experience that demonstrates your skill. Note the skills and your evidence below.

Skill 1: _____ Evidence: _____

Skill 2: _____ Evidence: _____

Skill 3: _____ Evidence: _____

