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| **SKILLS** | | **Step 1** | **Step**  **2** |
| WORKING WITH PEOPLE | **CONNEC**T**ING:** Building relationships with others, able to empathise, value people. |  |  |
| **COMMUNICATING:** Talking, explaining, teaching, presenting. |  |  |
| **HELPING:** Providing support, sharing, being caring. |  |  |
| **EMPOWERING:** Being encouraging and helping others to develop, coaching and mentoring, Inspiring. |  |  |
| **MANAGEMENT:** Co-ordinating, delegating**,** facilitating, problem solving. |  |  |
| **TEAMPLAYER**: Able to work collectively, share, resolve conflict. |  |  |
| PROCESSING | **PROCESSING: c**arrying out procedures, following instruction, working in a structured way. |  |  |
| **OVERSEEING:** Administration, starting and finishing tasks, delivering on time. |  |  |
| **QUALITY CONTROL:** Checking and inspecting, managing information, attention to detail. |  |  |
| **COMPUTING:** Utilising IT packages, Technical IT skills, Setting up IT systems, Programming |  |  |
| **WORDS & PICTURES:** Describing, Writing, Detailing, Proofing, Drawing |  |  |
| **FINANCAL:** Budgeting, costing,, accounting, auditing |  |  |
| ENTERPRISE | **LEADING:** Directing People, Planning targets, Driving Change, Evaluating |  |  |
| **NETWORKING:** Growing relationships, communicating with others, building links. |  |  |
| **STRATEGISING:** Forecasting, anticipating, researching, business planning |  |  |
| **SELLING:** Negotiating, persuading, influencing, closing sales, following up |  |  |
| **SELF-MANAGING:** Motivating self, managing change, seizing opportunities, managing rejection, using initiative. |  |  |
| **MARKETING:** Assessing needs, generating possibilities, analysing competition, enhancing profile |  |  |

**MY SKILLS AUDIT**

**STEP 1:**

In column 1, put a ♥ for those skills you LOVE to use, a **☺** for those you LIKE using and an **X** for those you DO NOT enjoy.

**STEP 2:**

Now in column 2, think about your ability and experience. If you feel you are excellent at using that skill, put a 1 in the column, if you think the skills could be developed further put a 2 in the column and if you feel it’s not a skill you feel you are very good at then put a 3 in that column.

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| **SKILLS** | | **1** | **2** |
| PRACTICAL | **OPERATING:** Precision working, using machinery, controlling. |  |  |
| **COORDINATING:** Multi-tasking, planning, organising, balancing, delegating. |  |  |
| **FIXING:** Servicing, repairing, re-building, maintaining. |  |  |
| **WELL-BEING:** Exercising, eating healthy, engaging in sport, thinking positively. |  |  |
| **PRODUCING:** Manufacturing, crafting, making, constructing, assembling. |  |  |
| **NUTURING:** Tending, minding, growing, fostering. |  |  |
| EXPLORING | **EXPLORING:** Investigating, opening up new avenues, identifying possibilities, generating alternatives. |  |  |
| **INTERVIEWING:** Questioning, listening, probing, summarising, selecting. |  |  |
| **OBSERVING:** Assessing people, comparing, compiling, learning from data. |  |  |
| **LEARNING:** Studying, reflecting, experimenting, reviewing, refining, improving. |  |  |
| **RESEARCHING:** Gathering information, planning, collecting and recording, drawing conclusions. |  |  |
| **SOLVING PROBLEMS:** Analysing, appraising, prioritising, developing solutions. |  |  |
| **REALISING POTENTIAL:** Uncovering strengths and passions, creating alternatives, making choices, seeking feedback, taking action. |  |  |
| CREATIVE | **THINKING LATERALLY:** Taking fresh perspective, using intuition, suspending judgement, seeing new angles, Injecting new ideas. |  |  |
| **DESIGNING:** New ideas into practice, developing products, drafting, drawing and programming. |  |  |
| **MEDIA:** Using multi-media creatively, exploiting different media e.g. music, dance, pictures, art and design. |  |  |
| **ADAPATING:** Recycling, re-modelling, enhancing, translating, combining. |  |  |
| **CONNECTING:** Drawing elements together, seeing links, synthesising, sequencing, building on ideas. |  |  |
| **CREATING:** Originating, inventing, innovating, developing and conceiving. |  |  |
| **VISIONING:** Imagining the future, going beyond limits, seeing the whole picture, developing scenarios, turning failure into success. |  |  |

**MY CORE SKILLS**

Identify all the skills you marked with a ♥ and a 1, try to limit this to your TOP 6 and list these below.

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