

Skills Audit

Reflect on your experiences – your studies, work experience, paid employment, volunteering, clubs and societies. Below are general examples of what skills look like in practice.

Skills – what they look like in practice	Examples to demonstrate these skills
Teamwork Contribute to discussions and share ideas Compromise your ideas based on team decisions Complete tasks by agreed team deadlines Share progress with team members Attend team meetings Encourage and inspire fellow team members Understand and respect team members behaviours, actions and responses (emotional intelligence) Working effectively with other people on group tasks Being able to make a significant positive contribution to the performance of a group during a collective task Being able to overcome differences in opinion or other problems within a team	

Skills – what they look like in practice	Examples to demonstrate these skills
<p data-bbox="123 276 571 308">Communication Skills – Verbal</p> <p data-bbox="123 360 474 392">Speak clearly and concisely</p> <p data-bbox="123 483 528 515">Tailor message to the audience</p> <p data-bbox="123 616 797 647">Ask good questions, interview, draw out information</p> <p data-bbox="123 732 528 764">Deliver presentations to groups</p> <p data-bbox="123 865 595 896">Actively listen and respond to others</p> <p data-bbox="123 997 618 1029">Divert, amuse, entertain, perform, act</p>	

Skills – what they look like in practice	Examples to demonstrate these skills
<p data-bbox="125 276 589 308">Communication Skills – Written</p> <p data-bbox="125 336 232 368">Reports</p> <p data-bbox="125 435 219 467">Essays</p> <p data-bbox="125 534 309 566">Emails/letters</p> <p data-bbox="125 633 165 665">CV</p> <p data-bbox="125 732 461 764">Use spell/grammar check</p> <p data-bbox="125 831 423 863">Construct an argument</p> <p data-bbox="125 930 353 962">Legal documents</p> <p data-bbox="125 1029 405 1061">Technical documents</p>	

Skills – what they look like in practice	Examples to demonstrate these skills
<p>Leadership</p> <p>Take responsibility for a task</p> <p>Manage a team or project</p> <p>Assign and delegate task</p> <p>Supervise, manage, coordinate</p> <p>Teach, train or instruct</p> <p>Set deadlines</p> <p>Initiate, lead, be a pioneer</p> <p>Motivate and inspire</p>	

Skills – what they look like in practice	Examples to demonstrate these skills
<p>Interpersonal Skills</p> <p>Persuade and sell</p> <p>Influence</p> <p>Negotiate and resolve conflicts</p> <p>Advise</p> <p>Help people link up or connect</p> <p>Raise people’s self-esteem and motivate</p> <p>Serve, care for, help</p> <p>Offer good customer service</p> <p>Convey warmth and empathy</p>	

Skills – what they look like in practice	Examples to demonstrate these skills
<p>Organisational Skills</p> <p>Prioritise workload</p> <p>Set goals</p> <p>Manage your time</p> <p>Manage competing demands</p> <p>Meet deadlines</p> <p>Meet targets</p> <p>Accommodate additional, unexpected tasks</p> <p>Use a time management tool – eg MS Outlook</p> <p>Create a Gantt chart</p> <p>Follow instructions closely</p>	

Skills – what they look like in practice	Examples to demonstrate these skills
<p>Thinking - Problem Solving and Decision Making</p> <p>Take a logical and analytical approach</p> <p>Analyse, break down into parts</p> <p>Create, innovate, and invent</p> <p>Design, use artistic abilities, be original</p> <p>Visualise</p> <p>Imagine and envision</p> <p>Develop, improve</p> <p>Make decisions</p> <p>Produce a solution</p> <p>Be curious (questioning mindset)</p>	

Skills – what they look like in practice	Examples to demonstrate these skills
<p>Thinking Skills – Data</p> <p>Research</p> <p>Data analysis</p> <p>Data cleansing</p> <p>Pattern spotting</p> <p>Generating reports</p> <p>Reading a lot of information from various sources</p> <p>Weighing up the merits of different arguments</p> <p>Creating a compelling argument based on evidence</p> <p>Compile, keep records, file, retrieve</p> <p>Work with numbers, calculate</p>	

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<p>Thinking Skills – Enterprise and Entrepreneurship</p> <p>Anticipate potential problem and adapt (enterprise)</p> <p>Use your initiative</p> <p>Spot gaps in the market and innovate</p> <p>Work independently</p> <p>Have original ideas</p> <p>Trying something new</p> <p>Improving a process to increase efficiency or boost results</p>	

Skills – what they look like in practice	Examples to demonstrate these skills
<p data-bbox="159 293 371 325">Personal Skills</p> <p data-bbox="159 363 300 395">Confidence</p> <p data-bbox="159 466 286 497">Resilience</p> <p data-bbox="159 568 409 600">Willingness to learn</p> <p data-bbox="159 670 365 702">Positive attitude</p> <p data-bbox="159 788 528 820">Perseverance and motivation</p> <p data-bbox="159 900 781 932">Ability to work under pressure and handle stress</p> <p data-bbox="159 1011 432 1043">Adaptability/flexibility</p> <p data-bbox="159 1123 448 1155">Professional behaviour</p>	

Skills – what they look like in practice	Examples to demonstrate these skills
<p>Technical Skills</p> <p>Make, produce, manufacture</p> <p>Examine, inspect, compare, see similarities and differences</p> <p>Study, observe</p> <p>Repair</p> <p>Set up, assemble</p> <p>Use specialist equipment</p> <p>Use specialist software</p> <p>Use specialist techniques</p> <p>Use programming languages</p> <p>Use Microsoft Office</p> <p>Speak languages</p> <p>Assess, evaluate, treat</p> <p>Shape, model, sculpt</p> <p>Operate, drive</p> <p>Treat, cure</p> <p>Play an instrument</p> <p>Create software</p> <p>Create games</p> <p>Animate</p>	

What do you need to develop further to help you with the application process? What opportunities and resources could help you do this?

Skills to develop	Opportunities and Resources to use

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