



Skills Audit

How well developed is your skill set?

Consider how far you have developed the skills listed below in different contexts.

Firstly, consider **place a tick** in each column to indicate where you feel you have developed each skill group. **Then**, to reflect on the extent to which you have developed your skills, place a second tick where you are a bit more confident and a third tick where you are highly confident.

Skills regularly requested by employers	University Course	Work Experience	Other activities <i>societies, volunteering etc</i>
Written Communication			
Oral Communication			
Research & Critical Thinking			
Analysis & Problem Solving			
Planning & Organising			
Leadership			
Teamwork & Interpersonal Communication			
Creative Thinking			
Commercial Awareness			
Adaptability, Flexibility & Initiative			
Personal Career Development			

What steps can you take to fill in the gaps?

You can expect to be asked for examples of how you have developed and used your skills when completing employer's application forms and also at interviews.

Some examples of how to develop and demonstrate your skills...

Written Communication:

- Producing written reports/essays/ dissertations/letters in appropriate style
- Conveying complex concepts in writing using appropriate words and phrases
- Writing publicity material
- Acting as secretary for club or society

Oral Communication:

- Presenting complex ideas/results/ solutions to groups or individuals
- Using a range of audio visual aids when presenting to audiences
- Varying your style and tone according to the audience
- Reporting back on meetings
- Querying outcome, challenging premises

Research/critical thinking:

- Applying a range of methods to test validity of data
- Designing experiments, plans or models to systematically define a problem
- Using a variety of sources of information
- Formulating questions relevant to clarifying a problem
- Producing detailed, accurate data

Analysis & Problem Solving:

- Identifying critical issues or problems
- Breaking tasks down into manageable parts
- Handling, assimilating, analysing large quantities of data and information
- Considering alternative and creative solutions to a problem
- Challenging premises, questioning procedures
- Evaluating findings

Planning & Organising:

- Establishing priorities and determining realistic goals
- Managing your time effectively
- Seeing a task through to completion
- Flexibility and adaptability in dealing with unforeseen circumstances
- Meeting deadlines for coursework and other responsibilities
- Planning vacation travel and work itinerary

Leadership:

- Organising people and tasks to achieve clear goals
- Delegating tasks appropriately

- Encouraging others' contribution and building their confidence
- Recognising potential conflict and acting to diffuse it
- Responsibility for organising an event
- Chairing a student society

Teamwork & Interpersonal Skills:

- Taking part in team-based projects as part of course or at work
- Working constructively with others and being sensitive to their feelings
- Listening objectively and without interruption
- Asserting own ideas while also acknowledging others' contributions
- Being member of sports team/society/ committee

Creative Thinking:

- Thinking laterally or 'outside the box'
- Looking at new or better ways of doing things
- Creating your own opportunities
- Being resourceful

Commercial Awareness:

- Understanding how businesses and organisations operate
- Familiarity with a business or organisation's products/services/ethos/culture/competitors
- Being aware of the key issues facing the businesses or organisations
- Being alert to opportunities for efficiencies and improvements in your work place

Adaptability, Flexibility & Initiative:

- Combining study with other activities
- Ability to change a procedure or approach to suit different situations
- Being prepared to accommodate needs/ wishes of others
- Dealing positively with unforeseen circumstances, including academic changes
- Taking action when opportunities arise
- Creating your own opportunities
- Being resourceful

Personal Career Development:

- Identifying your own strengths/ weaknesses
- Analysing and learning from your own and others' life experiences
- Accepting and learning from criticism/ feedback
- Marketing your skills and experiences to employers.

