



# 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.

<b>Skills regularly requested by employers</b>	<b>University Course</b>	<b>Work Experience</b>	<b>Other activities</b> <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.

