

Strengths and Skills Assessment:



A skill is the ability to do something. Skills can be improved and developed. Your skills affect...

- How well you do in your studies, work and life
- How easily you can cope with change and settle in to new situations
- Your suitability for a course, job or training opportunity

If you know what skills you've got, it will be easier to...

- Improve what you do
- Identify the best opportunities for you
- Tell other people what you can do well

SKILLS LIST

HIGHLIGHT THE SKILLS YOU THINK YOU HAVE...

- | | |
|------------------------------|-------------------------|
| ▪ READ INSTRUCTIONS | ▪ ORGANISE INFORMATION |
| ▪ SPEAK ANOTHER LANGUAGE | ▪ LISTEN |
| ▪ USE TOOLS | ▪ TAKE NOTES |
| ▪ PERSUADE PEOPLE | ▪ SPELL CORRECTLY |
| ▪ SOLVE PROBLEMS | ▪ USE PUNCTUATION |
| ▪ WORK IN A TEAM | ▪ COMMUNICATE |
| ▪ USE A SPREADSHEET | ▪ DO PRESENTATIONS |
| ▪ FOLLOW INSTRUCTIONS | ▪ ORGANISE PEOPLE |
| ▪ RESEARCH INFORMATION | ▪ ORGANISE EVENTS |
| ▪ USE NUMBERS MEMORISE FACTS | ▪ LEAD A GROUP |
| ▪ PERFORM IN PUBLIC | ▪ GENERATE IDEAS |
| ▪ SING | ▪ CALCULATE COSTS |
| ▪ MAKE DECISIONS | ▪ CARE FOR OTHERS |
| ▪ WORK ACCURATELY | ▪ LOOK AFTER ANIMALS |
| ▪ PRESENT ARGUMENTS | ▪ PLAY AN INSTRUMENT |
| ▪ USE A COMPUTER | ▪ WORK QUICKLY |
| ▪ TAKE PHOTOGRAPHS | ▪ SUMMARISE INFORMATION |
| ▪ DESIGN THINGS | |
| ▪ MAKE THINGS | |
| ▪ TEACH SOMETHING | |

Choose three of the skills you've highlighted. Give two details of occasions when you have used each of these skills:



PERSONAL QUALITIES

Your PERSONAL QUALITIES are what make you different from other people and they affect...

- How you get on with people
- How you behave in different situations
- Your suitability for a course, job or training opportunity
- Your attitude to life and work

Knowing your PERSONAL QUALITIES will help you when you are...

- Discussing your progress, work and plans for the future
- Thinking about career opportunities that might suit you
- Writing a personal statement in a CV or on an application form
- Preparing for an interview

LOOK AT THE QUALITIES IN THE CHART. TICK THE BOX THAT BEST DESCRIBES YOU AT THE MOMENT (BE HONEST!). PUT A COMMENT IN THE EVIDENCE COLUMN FOR AT LEAST FIVE QUALITIES.

At the moment I am... (tick the one most like you)						EVIDENCE
	1	2	3	4		
Punctual					Late	
Reliable					Unreliable	
Responsible					Irresponsible	
Cheerful					Moody	
Neat					Untidy	
Organised					Disorganised	
Imaginative					Unimaginative	
Sociable					Unfriendly	
Decisive					Indecisive	
Co-operative					Unco-operative	
Adaptable					Inflexible	
Hardworking					Lazy	
Outgoing					Shy	
Motivated					Unenthusiastic	
Relaxed					Tense	
Polite					Rude	
Noisy					Quiet	
Independent					Dependent	
Practical					Impractical	
Honest					Dishonest	
Trustworthy					Untrustworthy	