**Current skills and personal qualities for employment**

|  |
| --- |
| **People** |
| [ ]  Ability to get on with people from diverse backgrounds[ ]  Understanding other people’s points of view[ ]  Sensitivity to cultural differences[ ]  Dealing with the general public [ ]  Team work and collaboration[ ]  Networking[ ]  Managing or supervising others’ work[ ]  Teaching, training or mentoring others[ ]  Negotiating and persuading [ ]  Helping others to arrive at decisions | [ ]  Consideration of others’ feelings[ ]  Caring for others[ ]  Supporting and motivating others[ ]  Understanding others’ body language[ ]  Coping with ‘difficult’ people [ ]  Conveying messages clearly and to the point [ ]  Audience awareness[ ]  Taking direction from others[ ]  Giving constructive feedback[ ]  Leadership skills[ ]  Other:  |
| **Activities and tasks** |
| [ ]  Creativity, design and layout[ ]  Innovation and inventiveness[ ]  Ability to see the ‘whole’ picture[ ]  Argument and debate[ ]  Seeing patterns and connections[ ]  Attention to detail[ ]  Researching/finding information[ ]  Classifying and organising information[ ]  Making decisions[ ]  Managing change and transition[ ]  Setting priorities[ ]  Working out agendas[ ]  Organising work to meet deadlines[ ]  Facilitating meetings[ ]  Analysing/interpreting complex texts [ ]  Technological skills | [ ]  Using social networking tools[ ]  Working with numbers[ ]  Selling[ ]  Problem-solving [ ]  Practical skills[ ]  Understanding quickly how things work[ ]  Seeing practical applications[ ]  Writing reports/ official documents [ ]  Languages[ ]  Interpreting/translating languages[ ]  Enterprise and entrepreneurship[ ]  Business and financial skills[ ]  Managing difficult situations/crises[ ]  Other:  |
| **Personal** |  |
| [ ]  Setting my own goals[ ]  Working independently[ ]  Maintaining a high level of motivation[ ]  Taking responsibility for my own actions[ ]  Learning from my mistakes[ ]  Willingness to take risks and experiment[ ]  Assertiveness[ ]  Determination and perseverance | [ ]  Self-reliance[ ]  Recognising my own needs[ ]  Taking care of my health and well-being[ ]  Staying calm in a crisis[ ]  Emotional intelligence[ ]  Coping skills and managing stress[ ]  Other:  |