

Current skills and qualities

Pages 12-45 are
not included in
this book preview

People

- ☐ Ability to get on with people from different backgrounds
- ☐ Understanding other people's points of view
- ☐ Sensitivity to cultural differences
- ☐ Dealing with the general public
- ☐ Teamwork 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
- ☐ Speaking 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
- ☐ Searching for information
- ☐ Classifying and organising information
- ☐ Making decisions
- ☐ Managing change and transition
- ☐ Setting priorities
- ☐ Working out agendas
- ☐ Organising work to meet deadlines
- ☐ Facilitating meetings
- ☐ Reading complex texts
- ☐ Computer literacy

- ☐ Technological skills
- ☐ Using social networking tools
- ☐ Working with numbers
- ☐ Selling
- ☐ Problem-solving
- ☐ Quick thinking
- ☐ Practical skills
- ☐ Understanding quickly how things work
- ☐ Seeing practical applications
- ☐ Writing reports or official letters
- ☐ Languages
- ☐ Enterprise and entrepreneurship
- ☐ Business and financial skills
- ☐ Managing difficult situations, emergencies and 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
- ☐ Coping skills and managing stress
- ☐ Other: