

Applied Personal and Professional Development

Self-Evaluation of Personal Skills

People

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| ☐ Ability to get on with people from different backgrounds | ☐ Working out agendas |
| ☐ Ability to see and understand other people's points of view | ☐ Organising work to meet deadlines |
| ☐ Dealing with the general public | ☐ Staying calm in a crisis |
| ☐ Teamwork | ☐ Facilitating meetings |
| ☐ Managing other people | ☐ Reading complex texts |
| ☐ Teaching or training others | ☐ Word-processing |
| ☐ Negotiating | ☐ Computer literacy |
| ☐ Helping others to arrive at decisions | ☐ Working with numbers |
| ☐ Being sensitive to others' feelings | ☐ Selling |
| ☐ Caring for others | ☐ Problem-solving |
| ☐ Ability to read other people's body language | ☐ Practical things |
| ☐ Dealing with others by phone | ☐ Seeing how things work |
| ☐ Ability to cope with 'difficult' people | ☐ Writing reports or official letters |
| ☐ Speaking clearly and to the point | ☐ Other: |
| ☐ Being able to take direction from others | |
| ☐ Courage to speak out against injustice | |
| ☐ Other: | |

Activities

- ☐ Creativity, design and layout
- ☐ Ability to see the 'whole picture'
- ☐ Classifying and organising information
- ☐ Being good at argument and debate
- ☐ Making decisions
- ☐ Managing change and transition
- ☐ Setting priorities

Personal Qualities

- ☐ Ability to recognise my own needs and ask for help
- ☐ Ability to learn from mistakes
- ☐ Stress management
- ☐ Willingness to take risks and experiment
- ☐ Assertiveness
- ☐ Determination and perseverance
- ☐ Ability to set my own goals
- ☐ Maintaining a high level of motivation
- ☐ Ability to take responsibility for my own actions
- ☐ Trust in my own abilities
- ☐ Other:

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Self Evaluation of Academic Skills

Academic Skills	This is true 	Help needed 
I have the confidence to try new things and express my ideas		
I am self motivated and will persevere with difficult tasks		
I am organised and can meet set deadlines		
I am able to find information from different resources easily		
I can read complicated texts and understand the general meaning		
I am able to select what is relevant and what is irrelevant in text		
I can compare different opinions and decide what are the best grounds for deciding who is right		
I can write things in my own words		
I am able to reflect and evaluate my own work		
I have good strategies for starting a new task/assignment		
I have good time management skills and can organise my workload effectively		
I am able to make, store and find my notes		
I am able to manage a range of writing skills appropriately		
I am able to think critically and analytically, and evaluate arguments		
I have good memory strategies		
I know how to use IT to help academic study		
I am confident at preparing and delivering oral presentations		

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Academic Skills: Action Plan

Go back over your answers to the self-evaluation forms you have just completed. Focus on the different areas and identify your current strengths, the areas you wish to develop, and the areas that are a priority in aiding you in your future learning.

Date:
Strengths, skills and qualities
What I need to work on, develop or improve
My Priorities: What I am going to do, When and How
How will I measure if I have improved?