

Study Skills

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

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| ☐ Creativity, design and layout | ☐ Ability to recognise my own needs and ask for help |
| ☐ Ability to see the 'whole picture' | ☐ Ability to learn from mistakes |
| ☐ Classifying and organising information | ☐ Stress management |
| ☐ Being good at argument and debate | ☐ Willingness to take risks and experiment |
| ☐ Making decisions | ☐ Assertiveness |
| ☐ Managing change and transition | ☐ Determination and perseverance |
| ☐ Setting priorities | ☐ 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: |