



SWANSEA METROPOLITAN UNIVERSITY
PRIFYSGOL FETROPOLITAN ABERTAWE

Personal and Academic Skills Evaluation & Action Plan

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(Cottrell, Study Skills Handbook, 2008)

Self-Evaluation of Personal Skills

People For each of the skills you have ticked, give one example of an occasion when you have demonstrated that skill or quality.			
☐	Ability to get on with people from different backgrounds	☐	Ability to see and understand other people's points of view
☐	Teamwork	☐	Managing other people
☐	Problem-solving	☐	Negotiating
☐	Helping others to arrive at decisions	☐	Being sensitive to others' feelings
☐	Reading complex texts	☐	Ability to read other people's body language

People

For each of the skills you have ticked, give one example of an occasion when you have demonstrated that skill or quality.

☐	Writing reports or official letters	☐	Ability to cope with 'difficult' people
☐	Speaking clearly and to the point	☐	Being able to take direction from others
☐	Courage to speak out against injustice	☐	Organising work to meet deadlines
☐	Practical things	☐	Computer literacy
☐	Staying calm in a crisis	☐	Other:

Activities For each of the skills you have ticked, give one example of an occasion when you have demonstrated that skill or quality.			
☐	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

Personal Qualities

For each of the skills you have ticked, give one example of an occasion when you have demonstrated that skill or quality.

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

Where did I develop the skills and qualities that I have now?

School or College	Caring for others	Interests and hobbies
Employment	Domestic responsibility	Independent study
Applying for jobs	Family life	Emergency events
Personal development	Personal setbacks	Ill health
Sport	Clubs/societies	Voluntary work

These are just some examples of situations where you might have developed your skills!

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	☐	☐

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?