Assessing

Skills

Why assess skills?

This section will help you to prepare to take stock of your current situation and start you thinking about **YOU**.

A skills audit is designed to give you the opportunity to look at what skills you have to offer. We are not talking about the skills you use at work, but also hobbies and outside activities. Take some time to think about skills you may have used a while ago and not had the opportunity to use since. A skills audit is really a "brainstorm" of your strengths.

The section begins with a look at the areas of your personal situation to explore and why they will be useful to explore. You can consider all the areas listed or alternatively pick and mix the ones that will be useful to your own situation.

At the end of this section there are some work sheets for you to fill in to help you structure your brainstorming. If would like to discuss any of these areas further please book an individual one to one meeting with your coach.

What to assess?

**Your Values**

This identifies what is important to you. Your future satisfaction and motivation depends on how you can satisfy your values.

**Your Life Dreams/ Career Dreams**

What do you want out of life? Where do you see yourself in 20 years time? Although this may seem a little out of reach right now, thinking about where you ultimately want to be may actually help you to decide what you should do in the short term.

If you know this then you can start working towards it. What career aspirations do you have? Will your career aspirations help you achieve your life aspirations? Now may be a good time to consider a change in direction in your career or for you to revitalise your current career – another company will only add to your experience for the future.

**Your Key Achievements**

It is a good idea to try to list your key achievements to date, looking at your current and past roles. What have you achieved in your job. What are you proud of?

**Your "Know-how" / experience**

What aspects of your past jobs and current jobs do you think other employers might be interested in. This could include functional experience such as customer services, particular systems used in the organisation, specific industry experience such as Leisure Industry, particular products and services of the organisation.

**Your Strengths**

This will help you to be positive about you. We are out own worst enemies sometimes and often are highly critical of ourselves. By looking at strengths just counteracts the negativity we sometimes deal ourselves particularly when we are experiencing difficult times.

**Your Transferable Skills**

Transferable Skills are those skills which can be used in a different job, a different company, and often a different industry. It includes skills such as communication, team working, service focus, decision making, planning and organising, leadership etc. Sometimes in our roles at work we only use a small amount of our skills bag. Often it is outside work that we utilise our full skills base. Our hobbies and interests often mean we have transferable skills.

# Your Development areas

It is useful to consider what skills you needed to develop in your current role and also to develop into your future role. Sometimes you can start developing these areas quite easily for instance just by spending time reading books on the subject will make you more aware and will certainly be useful to talk about at an interview.

**My Values**

This questionnaire can help you to assess what is important to you. Highlight the statements which mean most to you. Try to limit to 10.

|  |  |  |
| --- | --- | --- |
| 1. Living comfortably and improving my living standards. | 1. Owning my own house. | 1. Creating or being involved in the beauty of things. |
| 1. Having good health. | 1. Living to a ripe old age. | 1. Having a secure job and salary. |
| 1. Being successful in my work. | 1. Showing concern and care for others. | 1. Being part of a happy and healthy family. |
| 1. Enjoying and finding significant true relationships. | 1. Fighting for what I believe in. | 1. Being involved in risk, daring and adventure. |
| 1. Being involved in art. | 1. Having the status to direct others and to be in charge. | 1. Changing the world for the better. |
| 1. Preserving the good of the past. | 1. Solving problems/ troubleshooting/overcoming obstacles. | 1. Being with others and being sociable. |
| 1. Being active in my local community. | 1. Proving myself by winning. | 1. Sticking to what I believe in and value. |
| 1. Creating new thoughts, ideas and concepts. | 1. Being calm and in control. | 1. Being free and being me. |
| 1. Resolving disputes. | 1. Working on the frontiers of technology. | 1. Having a closeness with my inner self or having meaning. |
| 1. Being exposed to danger. | 1. Enjoying my sensuality. | 1. Being an acknowledged member of the team. |
| 1. Striving for something. | 1. Being courageous. | 1. Being carefree and ‘letting things happen’. |
| 1. Being self-determined and choosing my options. | 1. Being politically involved. | 1. Working to a high precision and being attentive to details. |
| 1. Being humble. | 1. Exploring the unknown. | 1. Influencing the views of others. |
| 1. Being recognised and respected for what I do. | 1. Shining in front of others. | 1. Being wealthy. |
| 1. Spending my time organising and directing. | 1. Striving to achieve a cause, justice or another wider aim. | 1. Achieving spiritual fulfilment. |
| 1. Achieving wisdom and maturity. | 1. Being famous, a celebrity or recognised in public. | 1. Being charitable or of service to others. |
| 1. Developing myself into a more satisfying, worthwhile person. | 1. Other (please specify) |  |

**My Life Dreams / Career Dreams**

Where do you see yourself in 20 years’ time? Although this question may seem a little out of reach right now, thinking about where you ultimately want to be may actually help you to decide what you should do in the short term.

|  |  |
| --- | --- |
| To achieve your 20 year goal where will you be in 5 years? | What do you need to do to achieve this? |
|  |  |
| Where will you be in 10 Years? | What do you need to do to achieve this? |
|  |  |
| Where will you be in 15 years? | What do you need to do achieve this? |
|  |  |
| Where will you be in 20 years? | What do you need to do to achieve |
|  |  |

The more detailed your plan is the more likely you are to achieve it. The final step is to decide what you need to do in the next year to set you on your way

**My Achievements**

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| --- | --- |
| **What have you achieved in the last year?** | **Think about other jobs you have had – what did you achieve** |
|  |  |
| **What have you achieved since you joined the organisation?** | **What aspects of your current and past roles have you enjoyed the most?** |
|  |  |

**My know-how/ experience**

What aspects of your past jobs and current jobs do you think other employers might be interested in.

|  |  |
| --- | --- |
| Job Role | Particular Know How |
|  |  |
|  |  |
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# My Strengths

Using the words below identify which words you feel describe your skills (past and present). Identify as many as you like.

# “I am skilled at ………ing X, Y or Z”.

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| --- | --- | --- | --- |
| Accomplishing  Achieving  Adapting  Administering  Analysing  Anticipating  Appraising  Approving  Assuring  Auditing  Broadening  Budgeting  Building  Calculating  Changing  Chasing  Checking  Coaching  Collaborating  Communicating  Completing  Computing  Conceiving  Conducting  Consolidating  Consulting  Controlling  Converting  Convincing  Co-ordinating  Counselling  Creating  Cutting  Dealing  Deciding  Defining  Delegating  Demonstrating  Designing  Detailing  Developing | Devising  Directing  Documenting  Doubling  Earning  Editing  Eliminating  Encouraging  Establishing  Estimating  Evaluating  Expanding  Facilitating  Feeding back  Finding  Following up  Founding  Generating  Growing  Heading  Identifying  Implementing  Improving  Increasing  Influencing  Innovating  Installing  Instituting  Interviewing  Introducing  Inventing  Investigating  Judging  Launching  Leading  Maintaining | Managing  Marketing  Mentoring  Modelling  Monitoring  Motivating  Negotiating  Operating  Organising  Originating  Performing  Persuading  Planning  Practicing  Presenting  Prioritising  Processing  Producing  Progressing  Promoting  Proposing  Providing  Purchasing  Recognising  Recommending  Recruiting  Redesigning  Reducing  Refining  Reorganising  Reporting  Researching  Resolving  Revising  Rewarding  Scheduling  Searching  Selling  Sensing | Servicing  Setting up  Sharing  Shortening  Simplifying  Solving  Speaking  Specifying  Staffing  Starting  Streamlining  Strengthening  Stressing  Stretching  Structuring  Succeeding  Superseding  Supervising  Synthesising  Team building  Terminating  Testing  Tracing  Trading  Training  Transferring  Transforming  Translating  Trimming  Troubleshooting  Uncovering  Unifying  Unravelling  Using  Verifying  Widening  Winning  Working  Writing |

Which words stand out to you as your top ten skills? Now think about why these words apply to you and your experience.

Use the words to complete the following statements

e.g *I am skilled at* customer service *because* I have received several compliment letters

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| --- | --- |
| **I am skilled at …** | **Because …..** |
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Transferable Skills

Have a look at these transferable skills and think about your work history and hobbies to see what transferable skills you have.

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| **Transferable Skills** | **Examples of experience in / out work** |
| **Effective Communication Skills** |  |
| **Building Good Relationships** |  |
| **Team Working** |  |
| **Decision Making Skills** |  |
| **Problem Solving Skills** |  |
| **Planning and Organising Skills** |  |
| **Leading a team** |  |
| **Achieving Results** |  |
| **etc** |  |
|  |  |
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**My Development Areas**

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| --- | --- | --- | --- |
| **Development Needs to achieve life and career goals** | **Development Priority**   1. required to get next role 2. required in next 5 years 3. required longer term | Development Method Short - Term e.g self-development | **Development Plan**  **Long – Term**  (if required)  e.g 3 Year college course |
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