### **Worksheet**

Skills audit



Name: Max pshe Year 9 8/6/22

Which are your strongest skills? What do you need to develop further? For each of the eight essential skills below, tick the steps you feel you have already achieved.

Listening		Speaking		
I listen to others and I can remember their main points	V	I speak clearly to people I know		
listen to others and can tell omeone else what it was about		I speak clearly to individuals and groups I do not know		
sten to others and know why by are communicating with me	V	I speak effectively by making points in a logical order		
how I am listening by asking lestions	V	I speak effectively by using appropriate language		
am aware of how a speaker is affluencing me through their tone	$\overline{\checkmark}$	I engage my listeners by using tone of voice, expression and gesture		

# I complete tasks by finding someone to help if I need them I complete tasks by finding information I need myself I explore problems by thinking about pros and cons of possible solutions I explore complex problems by building my understanding through research I analyse complex problems by using logical reasoning

Creativity	
I generate ideas when I have been given a clear set of instructions	·
I generate ideas to improve something	L
I use creativity in my school work	L
I develop ideas using mind mapping	$\Box$ ,
I develop ideas by asking myself questions	V

## Worksheet

Skills audit



	o you need to develop further? For each of s you feel you have already achieved.
Listening	Speaking
I listen to others and I can remember their main points	I speak clearly to people I know
I listen to others and can tell someone else what it was about	I speak clearly to individuals and groups I do not know
listen to others and know why hey are communicating with me	I speak effectively by making points in a logical order
show I am listening by asking questions	I speak effectively by using appropriate language
I am aware of how a speaker is influencing me through their tone	I engage my listeners by using tone of voice, expression and gesture
Problem solving	Creativity
I complete tasks by finding someone to help if I need them	I generate ideas when I have been given a clear set of instructions
I complete tasks by finding information I need myself	I generate ideas to improve something
I explore problems by thinking about pros and cons of possible solutions	I use creativity in my school work
I explore complex problems by building my understanding	lidevelop ideas using :
through research I analyse complex problems by using logical reasoning	develop ideas by asking myself questions

### Worksheet

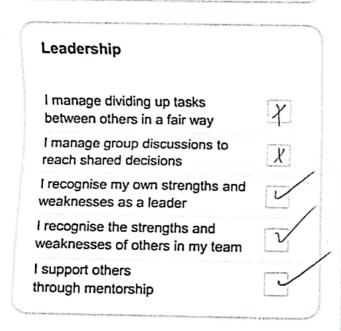
Skills audit

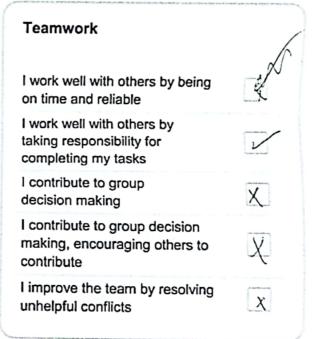


Name:	Lilly-May
Which are your strongest skills? What do yo eight essential skills below, tick the steps yo	ou need to develop further? For each of the ou feel you have already achieved.
Listening	Speaking
I listen to others and I can remember their main points	I speak clearly to people I know
I listen to others and can tell someone else what it was about	I speak clearly to individuals and groups I do not know
I listen to others and know why they are communicating with me	I speak effectively by making points in a logical order
I show I am listening by asking questions	I speak effectively by using appropriate language
I am aware of how a speaker is influencing me through their tone	I engage my listeners by using tone of voice, expression and gesture
Problem solving	Creativity
I complete tasks by finding someone to help if I need them	I generate ideas when I have been given a clear set of instructions
I complete tasks by finding information I need myself	I generate ideas to improve something
I explore problems by thinking about pros and cons of possible solutions	I use creativity in my school work
I explore complex problems by building my understanding	I develop ideas using mind mapping
through research	I develop ideas by asking
I analyse complex problems by using logical reasoning	myself questions

#### Staying positive I can tell when others feel X positive or negative I keep trying and stay calm when things go wrong I keep trying when things go wrong, and think about what happened I keep trying, & I encourage others to keep trying, when things go wrong I look for opportunities in X difficult situations







Now choose three of your strongest skills. What evidence do you have to support your view of your strongest skills? Maybe someone has given you feedback about your skill or you have some specific experience that demonstrates your skill. Note the skills and your evidence below.

Skill 1: Creativity Evidence: 3

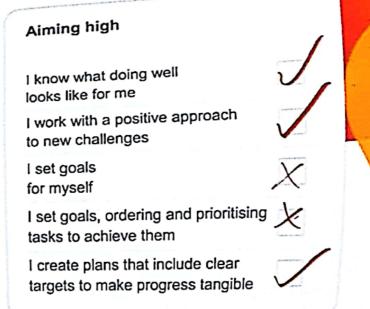
Skill 2: Leader8hip Evidence: 3

Skill 3: Staying Rostile Evidence: 1

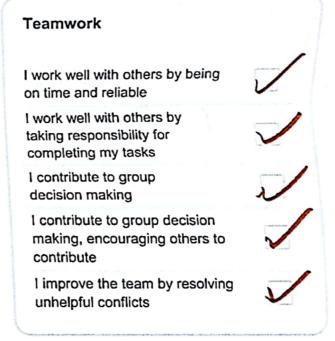


## I can tell when others feel positive or negative I keep trying and stay calm when things go wrong I keep trying when things go wrong, and think about what happened I keep trying, & I encourage others to keep trying, when things go wrong I look for opportunities in

difficult situations







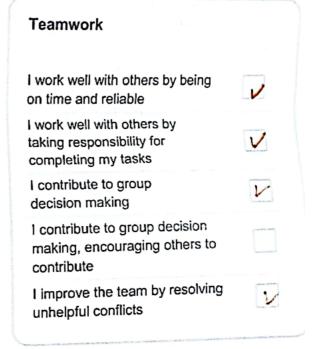
Now choose three of your strongest skills. What evidence do you have to support your view of your strongest skills? Maybe someone has given you feedback about your skill or you have some specific experience that demonstrates your skill. Note the skills and your evidence below.

Skill 1: Math	Evidence: I get god scores on my maths	h
Skill 2: Conquing	Evidence: I have loss of information as	
Skill 3: Chemistry	Evidence: I understand a lot about	er.
<b>O</b>	the periodic bable, and sta	te
	g rains	

# I can tell when others feel positive or negative I keep trying and stay calm when things go wrong I keep trying when things go wrong, and think about what happened I keep trying, & I encourage others to keep trying, when things go wrong I look for opportunities in difficult situations







Now choose three of your strongest skills. What evidence do you have to support your view of your strongest skills? Maybe someone has given you feedback about your skill or you have some specific experience that demonstrates your skill. Note the skills and your evidence below.

skill 1: Staying Pos.	Evidence:	1 encourage	ollers	to try ho
Skill 2: Team work				
skill 3: Speaking				
		People 1, and ki	dan't k	now



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Staying positive		Aiming high	
I can tell when others feel positive or negative		I know what doing well looks like for me	
I keep trying and stay calm when things go wrong		I work with a positive approach to new challenges	<b>/</b>
I keep trying when things go wrong, and think about what happened	V	I set goals for myself	
I keep trying, & I encourage others to keep trying, when things go wrong		I set goals, ordering and prioritising tasks to achieve them	
I look for opportunities in difficult situations		I create plans that include clear targets to make progress tangible	
Leadership		Teamwork	
I manage dividing up tasks between others in a fair way		I work well with others by being on time and reliable	
I manage group discussions to reach shared decisions		I work well with others by taking responsibility for	/
I recognise my own strengths and weaknesses as a leader	<b>&gt;</b>	completing my tasks  I contribute to group	-/
I recognise the strengths and weaknesses of others in my team	7	decision making  I contribute to group decision	
I support others through mentorship		making, encouraging others to contribute	
anough mentorship		I improve the team by resolving unhelpful conflicts	

Now choose three of your strongest skills. What evidence do you have to support your view of your strongest skills? Maybe someone has given you feedback about your skill or you have some specific experience that demonstrates your skill. Note the skills and your evidence below.

Skill 1: listening Evidence: I am good at listening as I may learn something Skill 2: Creativity Evidence: I am good at generating ideas when I have the right Evidence: I speak clearly to people I KNOW equipment ment

## Match the eight essential skills to the definitions

Listening - Speaking - Problem-solving - Creativity - Staying positive - Aiming high - Leadership - Teamwork

The ability to find a solution to a situation or challenge Working cooperatively with others towards achieving a shared goal

The ability to use tactics and strategies to overcome setbacks and achieve goals

The oral transmission of information or ideas

The ability to set clear, tangible goals and devise a robust route to achieving them

The receiving, retaining and processing of information or ideas

Supporting, encouraging and developing others to achieve a shared goal

The use of imagination and the generation of new ideas



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