

# 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

- I listen to others and I can remember their main points
- I listen to others and can tell someone else what it was about
- I listen to others and know why they are communicating with me
- I show I am listening by asking questions
- I am aware of how a speaker is influencing me through their tone

### Speaking

- I speak clearly to people I know
- I speak clearly to individuals and groups I do not know
- I speak effectively by making points in a logical order
- I speak effectively by using appropriate language
- I engage my listeners by using tone of voice, expression and gesture

### Problem solving

- 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
- I use creativity in my school work
- I develop ideas using mind mapping
- I develop ideas by asking myself questions

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Name: Noah ..... 8/6/22 .....

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08/06/2022

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### Staying positive

- 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

### Aiming high

- I know what doing well looks like for me
- I work with a positive approach to new challenges
- I set goals for myself
- I set goals, ordering and prioritising tasks to achieve them
- I create plans that include clear targets to make progress tangible

### Leadership

- I manage dividing up tasks between others in a fair way
- I manage group discussions to reach shared decisions
- I recognise my own strengths and weaknesses as a leader
- I recognise the strengths and weaknesses of others in my team
- I support others through mentorship

### Teamwork

- I work well with others by being on time and reliable
- I work well with others by taking responsibility for completing my tasks
- I contribute to group decision making
- I contribute to group decision making, encouraging others to contribute
- 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: Creativity Evidence: 3

Skill 2: Leadership Evidence: 3

Skill 3: Staying positive Evidence: 1



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- Skill 1: **Math** Evidence: I get good scores on my maths tests
- Skill 2: **Computing** Evidence: I have tons of information about computers
- Skill 3: **Chemistry** Evidence: I understand a lot about the periodic table, and state of matter

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- Skill 1: *Staying Pos.* Evidence: *I encourage others to try to*
- Skill 2: *Teamwork* Evidence: *I work better in a team*
- Skill 3: *Speaking* Evidence: *I speak well with people I don't know and know*



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Skill 1: listening

Evidence: I am good at listening as I may learn something new.

Skill 2: Creativity

Evidence: I am good at generating ideas when I have the right equipment.

Skill 3: Speaking

Evidence: I speak clearly to people I know.



## 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





Key Term:	How confident do I feel about this skill? (R/A/G - complete all first session)	How confident do I feel now? (R/A/G after each session)	What I'd like to work on further and why (next steps):
Communication Skills			
Personal Presentation			
Teamwork Skills			
Technological literacy			
Problem-solving skills			
Interpersonal Skills			
Positive Attitude			
Literacy and Numeracy Skills			
Leadership Skills			
Initiative and Enterprise skills			
Self-management and Organisation			