

Personal skills audit.

Name *Position / title / specialty*

<i>Skill</i>	<i>Summary</i>	<i>Confidence competence</i> <i>Please circle</i> <i>(5 = highest)</i>	<i>Examples of competence</i>	<i>How to develop this skill further</i>
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Written comms.	I can write clearly and concisely in a range of different formats (web, submissions, contact reports) to communicate messages effectively to different audiences.	1		
		2		
		3		
		4		
		5		

Oral comms./ presentation	I can summarise and communicate information effectively (concept presentations, technical descriptions) when speaking with individuals or in group presentations.	1		
		2		
		3		
		4		
		5		

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Time management	I can manage my time and prioritise my workload to ensure that I produce high quality work within set deadline.	1		
		2		
		3		
		4		
		5		

Problem solving	I know how to find creative, logical, constructive and realistic solutions (within the brief) when I am presented with complex problems.	1		
		2		
		3		
		4		
		5		

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Teamwork	I am able to work effectively as a member of a team in order to help my team mates achieve our goals.	1 2 3 4 5		
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Leadership	I am able to use a range of appropriate techniques to lead a team to achieve goals.	1 2 3 4 5		
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Software	I can use InDesign, Photoshop, Illustrator to quickly and accurately produce designs and artwork.	1 2 3 4 5		
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Research	I am able to research alternative solutions using online and paper-based methods.	1		
	I can analyse the information for its accuracy and reliability.	2		
		3		
		4		
		5		

Independent learning	I am able to determine what I need to learn to develop my skills and stay current with industry practices.	1		
		2		
		3		
		4		
		5		
