

# Personal skills audit example.

<i>Name</i>	<i>Position / title / specialty</i>			
Sally Sahara	ROTO Partners			
<i>Skill</i>	<i>Summary</i>	<i>Confidence competence</i>	<i>Examples of competence</i>	<i>How to develop this skill further</i>
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	<i>I help write the studio blog.</i>	<i>I need to work on my copywriting and I'm looking into a writing course to help better my skills</i>
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	<i>I think I give feedback and communicate briefs well.</i>	<i>Sometimes I could ask the client more questions so I'm better equipped when I brief the team.</i>
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	<i>I have a priority list of jobs that need to be done that day, and if an urgent job comes in I do my best to shuffle and re-prioritise it. If I can't fit it in I pass it onto another team member who is available.</i>	<i>I will try to organise my time better by possibly delegating the quick, smaller jobs instead of taking them all on when they come in.</i>

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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	<i>When we do catalogue work the client often requests far too much copy to go with each product. I need to problem solve how it can fit, and if it can't go back with a solution.</i>	<i>Perhaps give clients a more distinct copy count for each product and talk through the design to see if it's going to be possible before starting artwork.</i>
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	<i>If I see someone in the studio is stressed I usually get up and make them a cup of tea and ask if they need help.</i>	<i>I'm trying not to bitch about clients too much because I know how annoying that is when others continually complain about the same thing.</i>
Leadership	I am able to use a range of appropriate techniques to lead a team to achieve our goals.	1 2 3 4 5	<i>We WIP every morning to talk though projects and try to forecast potential problems. I also try to encourage the team when they are stressed about a job/ deadline.</i>	<i>I sometimes try to take over a job if I think it's not going to meet deadline rather than letting the designer work out how to do it themselves.</i>

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Software	I can use InDesign, Photoshop, Illustrator to quickly and accurately produce designs and artwork.	1 2 3 4 5	<i>I always try to share my knowledge of design programs with others and share tips I find online.</i>	<i>I need to brush up on some new features – it's easy to fall behind.</i>
Research	I am able to research alternative solutions using online and paper-based methods. I can analyse the information for its accuracy and reliability.	1 2 3 4 5	<i>I try to research if I know a job is coming up that needs a new skill. If I can't find the info I don't mind asking another designer, even if it makes me look a bit silly.</i>	<i>I could research more, this would help in estimating the time needed for more complex projects.</i>
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	<i>I am not that skilled at websites and need guidance for those jobs.</i>	<i>Use my team members to upskill.</i>