

Personal and Professional Skills Audit

There are a range of skills that are significant to your personal development and employability. This skills audit has been designed to help you to identify your strengths, weaknesses and areas for development within various skills areas.

How to complete the McCrudden Training skills audit:

Step 1: Make multiple copies of the table below and complete one table for each of your former jobs (including your current job).

In the Tasks column list all the activities that you were involved in as part of that job - not just 'official' tasks, but everything that you did. But avoid broad terms like "dealt with complaints", instead list the steps you would go through.

In the Expertise / Skills column list all the skills that you have used or learnt through doing these activities. If you are unsure, you can use the sample list of skills at the end of this document.

Next, consider your own Personal Effectiveness (the things you feel you are best at, for example building relationships with people, working to or developing business processes, attention to detail or getting results). In the column, identify where these tasks have highlighted your own personal effectiveness.

Finally, consider how personally interesting you found each of the activities by ranking them from 0 -10 (0 = not at all interesting, 10 = found it personally fascinating).

Step 2: Complete the table again for any voluntary roles or 'other roles' that you have undertaken (such as parenting). Completing tables for your personal skills can be as revealing as professional ones as you may find that there are skills that you have developed that you don't give yourself credit for.

Step 3: Review each of the audits that you have completed and then consider the reflection questions below to help you clarify your view on your career.

What then? Completing a skills audit can be a useful activity in helping you to identify what interests you in relation to work, where your personal strengths are and what you are really looking for in a career. For some people, this might bring sufficient clarity and help you plan a CV or for interviews. However, if you are looking for further support in the form of training courses on CV and Application Writing or Interviewing Skills, or would like one-to-one coaching, then please contact McCrudden Training for further details:

www.mccrudden-training.co.uk
0845 257 5871

Step 1 and 2:
Job / Title:

Tasks (list all the tasks that you were involved in, in the form of a step-by-step list)	Expertise and skills required (if you are unsure take a look at the skills list below)	Personal effectiveness (what of your personal qualities did the activities use)	Personal interest (rank how interesting you found the activities from 0 = not at all interesting to 10 = fascinating)

Step 3:
Reflection questions

1. What particular things interest me? Does this tend to suggest careers in any particular industry that might satisfy me most?
2. Where do I have the most career experience and expertise? (What markets and sectors do I know most about? Where do I have the most business contacts?)
3. What subjects/tasks do I know particularly well?
4. What level am I most experienced in working at, and working with (Management, Middle Management, Director, CEO)?
5. On a personal level, what benefits do I expect to get from my job?
6. What sacrifices am I prepared to make to get the career that I would find most satisfying?
7. Has the exercise raised any other thoughts or ideas for me?

Appendix 1: Suggested list of skills and expertise

WORKING WITH OTHERS
Anticipating the needs and feelings of others
Building positive relationships with others (colleagues, customers, patients, stakeholders)
Appreciating others
Giving and receiving feedback
Coaching and mentoring
Demonstrating empathy
Building rapport easily
Leading or motivating others
Working within a team
Training and developing others
Showing sensitivity and tolerance
Facilitating groups
Directing and managing others
Delegation of tasks
Developing the ideas of others
COMMUNICATION SKILLS (VERBAL AND WRITTEN)
Verbal expression and reasoning
Confident public speaking
Preparation, planning and delivery of presentations
Active listening and appreciation of others views
Adjusting communication styles
Advocating for others
Expressing opinions without offending
Punctuation, grammar and spelling correctly
Confident expression of ideas clearly in written form
Participating in meetings and group discussions
Negotiation and persuading
Responding to non-verbal cues
Working well with the public
TOOLS AND TECHNOLOGY
Use of a variety of different computer software (Word, PowerPoint, Excel, Access, Outlook)
Using IT for statistical analysis
Using technical equipment and machinery
Using scientific or medical equipment

Using machinery
Spatial awareness for technical tasks
Physical strength and stamina
Manual dexterity
Installing, inspecting and maintaining technical equipment
Making things
Hand-eye co-ordination
Fixing or repairing things
Building or assembling things
Analysing and correcting faults
DATA AND INFORMATION
Analysing, comparing, evaluating and interpreting data
Gathering information from a variety of appropriate sources
Attention to detail / accuracy
Budgeting and financial forecasting
Presenting numerical information accurately
Using a variety of numerical techniques (e.g. percentages, fractions, decimals, statistical analysis)
Interpreting and presenting information in graphs and illustrations
Creating efficient systems, processes and guidelines
Following procedures and instructions
Problem solving
Recording facts
STRESS MANAGEMENT
Use of strategies to manage stress
Time Management
Managing conflict
PERSONAL SKILLS
Identification and prioritisation of personal and professional goals
Self-awareness
Completer / finisher
Adaptation and being flexible
Creativity and innovation
Strategic thinker
Expressing ideas through art, dance, acting, or poetry
Inventing products or solutions
Lateral thinking
Seeing things for different perspectives
Visualising concepts
Using metaphors to explain complex ideas

