

### Self Assessing Your Skills :



#### Analytical Skills

Information gathering : do you enjoy seeking out necessary facts or data?				
Problem analysis : are you able to look at problems objectively?				
Problem solving : do you ID problems & seek out solutions or options?				
Evaluation : do you review things to assess their merit or worth?				

#### Organisation Skills

Sorting : are you good at filling / sorting / organising?				
Checking : do you verify , validate and find errors?				
Records : Are you good at tracking information and data?				
Planning : do you plan in order to achieve a goal?				
Time management : do you think you manage resources & time well?				
Prioritisation : do you find it easy to order work in order of importance?				
Organising : are you competent at setting up systems or processes?				

#### Communication Skills

Reading :do you easily assimilate information from reading material?				
Writing : can you communicate concisely?				
Public speaking : are you comfortable speaking to a group or room?				
Training : can you clearly communicate details, material & instructions?				
Editing: can you easily review & edit material?				
Facilitating : how do you facilitate & guide groups?				
Listening: are you able to easily recall information communicated to you?				
Questioning : you are able to question to gather layers of information?				

#### Relationship Skills

Rapport : How good are you at developing rapport with people?				
Negotiating : how are you at negotiating with your kids/family/colleagues?				
Guiding : are you often asked for advice?				
Persuading : do you often manage to persuade others?				
Diplomacy : how are you at criticising or giving feedback without appearing negative?				
Resolving conflict : are you able to manage conflict with your family/ neighbours / other parents/colleagues?				

#### Self Management Skills

Stress management : how do you cope with stress?				
Setting goals : do you regularly set rigorous personal goals?				
Self starting : do you wait for others? Have you examples of self motivation?				
Adapting to change : how do you feel about switching tasks or roles?				
Efficient : do you focus on improving task speed, efficiency, cost?				
Learning : do you usually try to find opportunities to learn?				
Focus : are you usually able to avoid distractions / maintain focus?				
Teams : how to you feel about working in a team?				
Self evaluation : do you critically evaluate your performance on a task or project?				

#### Leadership

Decision making :do you make good decisions quickly?				
Influencing : are you able to guide or give direction in groups or situations?				
Delegation : do you feel confident delegating jobs at home, in other groups, in the workplace?				