

## SkillsBuilder Self-Assessment



With 1 as the lowest, circle on each line where you think you currently are for each skill

	<h3>Listening</h3> <p><i>The receiving, retaining and processing of information or ideas</i></p>	<p>This skill is all about being able to effectively receive information - whether it comes from customers, colleagues or stakeholders.</p> <p>Initially, the skill steps concentrate on being able to listen effectively to others - including remembering short instructions, understanding why others are communicating and recording important information.</p>
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	<h3>Speaking</h3> <p><i>The oral transmission of information or ideas</i></p>	<p>This skill is all about how to communicate effectively with others, being mindful of whether they are talking to customers, colleagues or other stakeholders and in different settings.</p> <p>Initially, this skill focuses on being able to speak clearly - first with well known individuals and small groups and then with those who are not known.</p>
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	<h3>Problem Solving</h3> <p><i>The ability to find a solution to a situation or challenge</i></p>	<p>This skill focuses on how to solve problems, recognising that while part of Problem Solving is technical know-how and experience, there are also transferable tools that individuals can develop and use.</p> <p>The first steps focus on being able to follow instructions to complete tasks, seeking help and extra information if needed. The next stage focuses on being able to explore problems by creating and assessing</p>
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	<h3>Creativity</h3> <p><i>The use of imagination and the generation of new ideas</i></p>	<p>Creativity is the complement to Problem Solving, and is about generating innovations or ideas which can then be honed through the problem-solving process.</p> <p>The first few steps focus on the individual's confidence in imagining different situations and sharing their ideas.</p>
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With 1 as the lowest, circle on each line where you think you currently are for each skill

 <p><b>Teamwork</b> <i>Working cooperatively with others towards achieving a shared goal</i></p>	<p>This skill applies to working within both formal and informal teams, and also with customers, clients or other stakeholders. Initially, this is about individuals fulfilling expectations around being positive, behaving appropriately, being timely and reliable and taking responsibility. This extends to understanding and respecting diversity of others' cultures, beliefs and backgrounds.</p>
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 <p><b>Leadership</b> <i>Supporting, encouraging and developing others to achieve a shared goal</i></p>	<p>This skill is relevant not only for individuals in positions of management with formal power, but also for individuals working with peers in teams.</p> <p>At the earliest stages, the focus is on basic empathy - understanding their own feelings, being able to share them, and recognising the feelings of others. The focus is on managing - dividing up tasks, managing time and sharing resources, managing group discussions and dealing with</p>
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 <p><b>Staying Positive</b> <i>The ability to use tactics and strategies to overcome setbacks and achieve goals</i></p>	<p>This skill is all about individuals being equipped to manage their emotions effectively and being able to remain motivated, and ultimately to motivate others, even when facing setbacks.</p> <p>The early steps focus on identifying emotions - particularly feeling positive or negative. Building off that is the ability to keep trying - and then staying calm, thinking about what went wrong, and trying to cheer up and</p>
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 <p><b>Aiming High</b> <i>The ability to set clear, tangible goals and devise a robust route to achieving them</i></p>	<p>This skill is about being able to plan effectively - both to achieve organisational goals, and also to set their own personal development targets. Initially, this is about knowing when something is too difficult, and having a sense of what doing well looks like for an individual.</p> <p>The focus is then about working with care and attention, taking pride in success and having a positive approach to new challenges. Building on</p>
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**What steps can you take now to help you move towards stable employment and a rewarding career?**

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- 2: .....
- 3: .....