

Skills Audit Exercise

Identifying what skills you have

In order to begin considering your own personal development so far during your internship and to think about what direction you may wish your career to follow, it is important that you examine what skills you possess and, just as important, what skills you need to develop. In other words, you need to decide what you are good at, what you are not good at, what you enjoy doing, and what you don't enjoy doing.

Skills Analysis (Skills Audit)

Study the skills in each of the categories in table SK1 overleaf. Rate your performance for each skill and how much you enjoy using each skill, by using the following scales:

Performance Rating (PR)	Enjoyment Rating (ER)
Score	Score
4 – Very confident	4 – Always enjoy very much
3 – Fairly confident	3 – Sometimes enjoy
2 – Competent	2 – No preference
1 - Under-developed	1 - Do not enjoy

Table SK1: Skills Audit

CATEGORY	SKILL	PR	ER
1. Communication	a. Oral Expression (ability to communicate effectively on a one to one basis).		
	b. Oral presentation (ability to present ideas orally to an audience with multiple perspectives and to challenge thinking).		
	c. Listening (ability to listen to other people's arguments).		
	d. Written (ability to construct essays/reports with correct grammar, using a style appropriate for the occasion).		
	e. Networking (ability to form and sustain professional global networks).		
	f. Multi-lingual (ability to understand and converse in more than one language).		
2. Teamwork	a. Establishing your role in a global team (knowing what you are good at and how it will benefit the team).		
	b. Supporting others (ability to involve all team members and build on their strengths for the benefit of the team).		
	c. Getting on with others (ability to adapt your style to accommodate team members from a variety of backgrounds and countries).		
3. Global awareness	a. Openness and respect (for a range of perspectives from around the world).		
	b. Multicultural learning ability (able to learn in any culture or environment).		
	c. Self-awareness (ability to understand ones position and role within a global context or economy).		
	d. Knowledge of global business (understanding key foreign economies and global developments in your sector).		
4. Problem Solving	a. Making judgement (ability to use intuitive judgement as well as logic).		
	b. Analytic skills (ability to consider issues from a range of perspectives, to understand and draw upon appropriate concepts and values arriving at a critical assessment).		
	c. Decision making (ability to assess alternative approaches and to carry through a selected option).		
	d. Planning (ability to see the problem as a whole and being able to analyse its individual parts).		

Table SK1: Skills Audit continued

CATEGORY	SKILL	PR	ER
5. Planning & Organisation	a. Ability to plan tasks/projects, taking into account all relevant constraints.		
	b. Coping with the unexpected (ability to cope with unexpected situations).		
6. Leadership & Potential	a. Ability to manage, guide and facilitate a group activity so as to maximise its success and the contribution of its members.		
	b. Taking responsibility (ability to act or make a decision).		
	c. Drive and Resilience (ability to use a range of techniques to motivate others and yourself, coping with setbacks).		
7. Innovation & creativity	a. Willingness to experiment with new ideas or methods		
	b. Ability to use your imagination and creativity in order to innovate, carry out plans and develop ideas		
	c. Ability to develop new skills and behaviours according to role requirements		
8. Interpersonal	a. Social competence (ability to relate to others, socially at ease with people from a variety of backgrounds).		
	b. Assertiveness (ability to negotiate for what you want in a manner which is assertive, not aggressive, passive or manipulative).		
	c. Negotiation (ability to persuade others from different cultures to your point of view directly or indirectly).		
	d. Self-awareness (understanding of your own approach and its impact on others).		
9. Other (add any skills NOT covered above)	a.		
	b.		