

Instruction

This activity can be used in a variety of ways, but we suggest trying the below. Of note, your responses will change as you develop your skills and gain a wider number of experiences so it is worth revisiting this once a year.

Self review

- Cut out the skill definitions into their individual parts
- Sort into two groups (see the skills table on page 5 for a visual representation)
 - o A) What is important for the role/employer/sector
 - o B) What is unimportant for the role/employer/sector
- Take each group and spilt them into
 - o C) Like
 - o D) Dislike
 - You will now have 4 group (Important A and B, Unimportant A & B)
- Take each individual group and now sort into three categories
 - o E) Highly proficient
 - o F) Competent
 - o G) Need to develop
- Note your top 5 strengths, weaknesses, any surprises

Review by others

- Ask different groups of people (peers, colleagues, managers, family, friends etc.) to identify which of these skills they think you
 - o Are highly proficient in
 - o Are competent in
 - Need to develop
- Ask them to identify your top 5 skills

Next steps

You are now able to appreciate your strengths, preferences and areas for development in order to identify a direction that better suits you.

You need to be able to evidence these skills in CVs, applications and at interview. Identify what action you need to take to

- develop your weaker skills (training, mentor support, practice at university/work)
- provide examples of when you have employed these skills outside of your degree (e.g. gain work experience, participate /run extracurricular activity, sector related employment)



Team working	Decision making	Numerical reasoning
Working well within a team, proactively and positively developing relationships	Making important and frequent decisions effectively and with confidence	Understanding and calculating numerical problems, and interpreting numerical data
Managing your time	Working under pressure	Public speaking
Managing your time effectively, prioritising work and meeting deadlines	Performing well with high workloads, tight deadlines and other stressors	Leading presentation or delivering a speech confidently whilst engaging the audience
Solving problems	Negotiating	Acting on own initiative
Analysing problems from different perspectives, identifying logical solutions and having a resourceful attitude	Influencing and persuading others to reach an agreement, ideally which meets the other party's objectives whilst achieving your own	Being proactive, working under your own direction and using your own judgement to make decisions.
Customer service	Creativity & innovation	Networking
Working to meet and exceed customer and client expectations.	Conceiving and developing new ideas and solutions. Thinking outside of the box.	Interacting with individuals and groups to form social and professional contacts and share information and ideas.
Presentation creation	Verbal communication	Written communication
skills Creating presentations that contain the most important points, packaged professionally with an appropriate balance of images, numerical data and text, and a story that engages the listener.	Articulating your thoughts clearly; considering your audience, the situation, and the appropriateness of brevity or elaboration, and using suitable language and expressions.	Expressing yourself clearly when writing; using a good range of appropriate vocabulary, with care over grammar, structure and length, and consideration for your audience.
Multi tasking	Managing people	Leading others
Effectively dealing with a variety of tasks and projects at the same time.	Planning and organising people and their activities to achieve the objectives of the team and organisation.	The action of providing direction, guidance and inspiration to others.

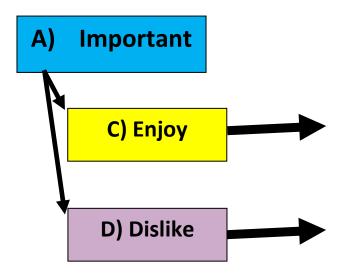


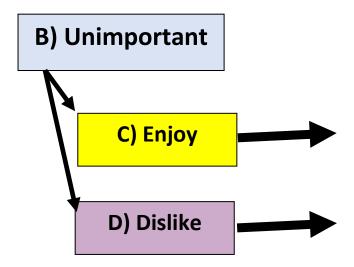
Managing conflict	Researching	Adaptability
Being able to tackle conflict and resolve it, whilst remaining calm and professional, being assertive when necessary.	Gathering information and data, investigating systematically and verifying information.	Adapting positively to changing priorities, new situations and environments.
Delegating	Crisis management	Motivating others
Assigning tasks to others effectively to achieve team goals.	Making sound decisions quickly when under pressure or facing tight deadlines.	Encouraging others to keep them positive and enthusiastic and providing reasons to move forward.
Mediating	Working in uncertainty	Designing
Managing conflict between others and finding mutual solutions.	Handling and resolving ambiguous or unstructured tasks or problems.	Developing new ways of working, new products and ideas.
Quality assessing	Analysing	Coaching
Measuring the accuracy and quality of completed work.	Analysing large volumes of information, often from different sources, to establish facts.	Working with others over a given period to help them develop themselves.
Managing change	Trouble shooting	Giving feedback
Considering the impact a change will have on people and processes, and implementing plans to support change.	Identifying problems and inefficiencies in proceses and products; resolving issues and streamlining processes.	Being comfortable with giving clear, regular, positive and constructive feedback verbally, through email or as updates.
Mentoring	Commercial awareness	Listening actively
Guiding those less- experinced and sharing your experience and advice to help them develop themselves.	Understanding how industries operate, how busines functions and how it competes in the market place.	Paying close attention to what another person is saying, asking clarifying questions and rephrasing to qualify understanding.
Planning	Appraising	Facilitating
Determining and scheduling actions and resources to achieve goals.	Evaluating the value or cost of products, services or resources.	Assisting others to relate and develop ideas, thoughts and plans.



Training	Empathising	Receiving feedback
Explaining, and giving instructions and guidance to colleague, customers, clients or others in one-to-one informal discussions and formal settings, facilitating activities in large groups.	Being prepared to see something from another's perspective; understanding and respecting the opinions and points of view of others even when you disagree with them.	Being comfortable accepting and even encouraging feedback, asking clarifying questions and looking for ways to implement advice.
Implementing	Observing	Evaluating
Carrying out agreed actions and working according to plans and policies.	Closely monitoring, paying attention and identifying less-obvious details.	Assessing ideas, information processes and performance and recognising feasibility, accuracy or quality
Managing projects	Budgeting	Using technology
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Skills table







E) Highly proficient

F) Competent at this

G) Need to develop