**Advisory Group Member: Skills, Experience and Training Review**

Name:

**Skills Audit**

We conduct skills, experience, and training audits to:

* maximise your areas of strength during your involvement with this project, and;
* identify possible training needs where these would be useful for involvement within this project,

 **Please tick R any of the following which you:**

* consider to be strengths
* consider to be a training need
* please include any other relevant comments

There are **3 key areas** we would like to ask you about:

1. Your experience/knowledge of public involvement in health research
2. General skills, knowledge and expertise
3. Any other skills you think may be relevant

Please send your completed form back to XXX as we will use this to tailor your support and training.

You can also contact us if you have any queries about the form or if anything is unclear.

Thank you!

(You can copy + paste this symbol **R** to indicate your selection)

|  |
| --- |
| **Experience/knowledge of public involvement in health research** *(these are relevant to your involvement in this research project). Training can be provided on these.* |
|  | **Strength** | **Training Need** | **Comments (if relevant)** |
| Data protection and security (including what [General Data Protection Regulation](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/711097/guide-to-the-general-data-protection-regulation-gdpr-1-0.pdf) (GDPR) is and how to comply with the regulation)  |  |  |  |
| Safeguarding, confidentiality and other ethical considerations |  |  |  |
| Research data management  |  |  |  |
| Equality and diversity  |  |  |  |
| Virtual communication skills |  |  |  |
| Communication and active listening  |  |  |  |
| Critical thinking  |  |  |  |
| Providing feedback |  |  |  |
| 1. **Public involvement in research**
 |
| Reviewing and providing feedback on research documents  |  |  |  |
| Working as part of a research team |  |  |  |
| How the public is involved across the research cycle |  |  |  |
| 1. **The research cycle (see diagram at end of document)**
 |
| Planning research and research funding |  |  |  |
| Obtaining research ethics |  |  |  |
| Research design and methods |  |  |  |
| Undertaking research |  |  |  |
| Sharing and implementing research findings  |  |  |  |
| Evaluating and capturing impact of research  |  |  |  |
| 1. **Specific research skills**
 |
| [Add here any specific research skills you might like public members to be involved in – examples provided below] |
| Qualitative research (theory and background) |  |  |  |
| Qualitative data analysis (interpreting findings) |  |  |  |
| Academic report/publication writing |  |  |  |
| 1. **Contextual**
 |
| [Add here any wider contextual information linked to your project that you might like public members to be aware of] |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **General skills, expertise, knowledge** *(these are* ***not required*** *but please let us know if any of these are strengths and could be utilised if relevant). We may be able to provide training (or access to it) for relevant areas.* |
|  | **Strength** | **Training Need** | **Comments (if relevant)** |
| Amending documents online |  |  |  |
| Use of Microsoft Word |  |  |  |
| Use of Email  |  |  |  |
| Use of virtual meeting platforms (e.g. Zoom, Microsoft Teams)  |  |  |  |
| Use of collaboration platforms for project management/communication (e.g. Slack, Google Drive, One Drive, Trello, WhatsApp, Facebook) – please let us know if you would prefer any of these or any others not listed |  |  |  |
| Use of collaboration platforms for teamwork/feedback (e.g. Padlet/Jamboard, Micro, Mural) |  |  |  |
| Teamwork/flexibility |  |  |  |
| Report writing |  |  |  |
| Public speaking |  |  |  |
| Networking |  |  |  |
| Other language skills – please list the languages you speak (apart from English) & indicate the level (each one in a separate row below) |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Other (please include anything else you think may be relevant)** |
|  | **Strength** | **Training Need** | **Comments (if relevant)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |



(adapted from [NIHR INVOLVE](https://www.invo.org.uk/posttyperesource/where-and-how-to-involve-in-the-research-cycle/))

**Other helpful resources**

NIHR INVOLVE “Jargon Buster”: <https://www.invo.org.uk/resource-centre/jargon-buster/> - a glossary of research terms explained in ‘plain English’