**Skills Audit**

A skills audit helps you consider your strengths and areas for development. If you’ve rated yourself as confident or really confident in a particular skill, that’s great but you will need to prove this to future employers by giving specific examples / evidence. For a worked example see LINK TO GUIDE

|  |  |  |
| --- | --- | --- |
| **Key professional skills for employability (not an exhaustive list…)** | **How competent am I in this skill?**  | **How competent am I in this skill?** **What specific examples / evidence do I have that proves this?**  |
| **Negotiation**  |  |  |
| **Team Work** |  |  |
| **Problem-solving**  |  |  |
| **Commercial awareness**  |  |  |
| **Planning and organising**  |  |  |
| **Research Skills** |  |  |

**Additional skills to consider may include:** Literacy; Analysis & Decision Making; Leadership; Emotional Intelligence; Project Management; Computer Literacy; Creativity & Innovation; Integrity; Resilience and ability to handle pressure etc.