

'MY SKILLS' CHECKLIST

This checklist sets out a list of questions to help you identify your employability skills. Tick each item to say whether it is:

- a current skill
- a future skill you would plan to acquire
- not applicable to your situation.

COMMUNICATION SKILLS I am good at	CURRENT SKILL	FUTURE SKILL	DOESN'T APPLY TO ME
1. Listening and understanding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Speaking clearly and directly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Writing to the needs of the audience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Negotiating responsively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Reading independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Empathising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Using numeracy effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Understanding the needs of internal and external customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Persuading effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Establishing and using networks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Being assertive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Sharing information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Speaking, reading and writing in languages other than English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Snapshot of evidence of where and how I have developed this skill

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TEAMWORK I am good at		CURRENT SKILL	FUTURE SKILL	DOESN'T APPLY TO ME
1.	Working with people of different ages, gender race, religion or political persuasion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Working as an individual and as a member of a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Knowing how to define a role as part of a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Applying teamwork skills to a range of situations – eg futures planning, crisis problem solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Identifying the strengths of team members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Coaching, mentoring and giving feedback.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Snapshot of evidence of where and how I have developed this skill

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PROBLEM SOLVING SKILLS I am good at		CURRENT SKILL	FUTURE SKILL	DOESN'T APPLY TO ME
1.	Developing creative, innovative solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Developing practical solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Showing independence and initiative in identifying problems and solving them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Solving problems in teams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Applying a range of strategies to problem solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Using mathematics including budgeting and financial management to solve problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Applying problem solving strategies across a range of areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Testing assumptions taking the context of data and circumstances into account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Resolving customer concerns in relation to complex project issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Snapshot of evidence of where and how I have developed this skill

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INITIATIVE AND ENTERPRISE

I am good at

	CURRENT SKILL	FUTURE SKILL	DOESN'T APPLY TO ME
1. Adapting to new situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Developing a strategic creative long term vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Being creative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Identifying opportunities not obvious to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Translating ideas into action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Generating a range of options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Initiating innovative solutions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Snapshot of evidence of where and how I have developed this skill

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PLANNING & ORGANISATIONAL SKILLS

I am good at

	CURRENT SKILL	FUTURE SKILL	DOESN'T APPLY TO ME
1. Managing time and priorities – setting timelines, coordinating tasks for self and with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Being resourceful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Taking initiative and making decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Adapting resource allocations to cope with contingencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Establishing clear project goals and deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Allocating people and other resources to tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Planning the use of resources including time management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Participating in continuous improvement and planning processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Developing a vision and a proactive plan to accompany it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Predicting – weighing up risk, evaluating alternatives and applying evaluation criteria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Collecting, analysing and organising information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Understanding basic business systems and their relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Snapshot of evidence of where and how I have developed this skill

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SELF MANAGEMENT
I am good at

	CURRENT SKILL	FUTURE SKILL	DOESN'T APPLY TO ME
1. Having a personal vision and goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Evaluating and monitoring own performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Having knowledge and confidence in own ideas and vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Articulating own ideas and vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Taking responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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LEARNING SKILLS
I am good at

	CURRENT SKILL	FUTURE SKILL	DOESN'T APPLY TO ME
1. Managing own learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Contributing to the learning community in the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Using a range of mediums to learn – mentoring, peer support, networking, information technology (IT) courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Applying learning to ‘technical’ issues (e.g learning about products) and “people” issues (eg interpersonal and cultural aspects of work)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Having enthusiasm for ongoing learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Being willing to learn in any setting – on and off the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Being open to new ideas and techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Being prepared to invest time and effort in learning new skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Acknowledging the need to learn in order to accommodate change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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TECHNOLOGY SKILLS

I am good at

	CURRENT SKILL	FUTURE SKILL	DOESN'T APPLY TO ME
1. Having a range of basic IT skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Applying IT as a management tool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Being willing to learn new IT skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Having the occupational health and safety knowledge to apply technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Having the appropriate physical capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Snapshot of evidence of where and how I have developed this skill

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KEEP THIS RECORD FOR YOUR REFERENCE. DISCUSS WITH YOUR TEACHER/MENTOR.

Instructions

This document contains a list of **employability skills**.

Some of them you may already have; a few you may not need; others you may like to acquire. You should check off your skills on this list as you go through the program.

By the time you have finished your 'journey,' you should have a full list of your own skills to tell your potential employers about.

There are 8 employability skills to explore and 5 topics - if this is all new to you, return to the home page and start from the first topic to work your way through them.

What are the employability skills?

If you know about employability skills already, you can access the topics in any order. There are 5 learning outcomes. You will learn:

1. *What employability skills are*
2. *Why employers value employability skills– via interviews with employers*
3. *How workers apply their employability skills in the workplace– via stories from the workplace*
4. *What my employability skills are*
5. *How I can demonstrate my skills to a potential employer in my CV and at an interview.*

Return to the Home page from the top menu and Click on a skill to begin.

Good luck with your journey.