

RECOGNISE YOUR SKILLS AND STRENGTHS

Consider the many skills and strengths you have developed throughout your life, including from previous paid jobs, any study you have undertaken and – importantly – your caring role.

Tick all the existing skills and strengths you have and any skills and strengths you would like to develop.

Communication

- Listening attentively
- Accurately recall information
- Share thoughts and ideas clearly
- Notice non-verbal communication
- Write clearly and concisely
- Confidence with public speaking
- Persuade or convince
- Provide feedback
- Other: _____

Existing Develop

Where / how did you develop these skills or strengths? List some examples below.

Team work

- Develop positive relationships
- Understand and accommodate differences
- Interact in a patient and respectful way
- Give advice to / teach others
- Cooperate with others to achieve a common goal
- Receive and take on board feedback
- Support and speak for the needs of others
- Create opportunities for sharing and learning
- Be trustworthy and dependable
- Other: _____

Existing Develop

Where / how did you develop these skills or strengths? List some examples below.

Problem solving

- Identify and describe problems
- Adjust your plans to changing circumstances
- Find alternative or creative solutions
- Gather and apply information quickly
- Effectively raise issues with decision makers
- Plan ahead and anticipate possible problems
- Be resilient when facing changes and challenges
- Manage crisis situations effectively
- Seek help when needed
- Other: _____

Existing Develop

Where / how did you develop these skills or strengths? List some examples below.

RECOGNISE YOUR SKILLS AND STRENGTHS CONT.

Planning and organising

- Write and implement task lists
- Complete tasks on time
- Prioritise activities according to importance
- Develop and maintain schedules and routines
- Book appointments
- Create and manage budgets
- File and complete legal documentation
- Stay up to date with correspondence
- Take meeting notes
- Confidently make informed decisions
- Manage risks to maintain a safe environment
- Other: _____

Existing Develop

Where / how did you develop these skills or strengths? List some examples below.

Using technology

- Confidently use laptops, tablets and smart phones
- Type quickly and accurately
- Troubleshoot IT problems confidently
- Learn new processes / applications quickly
- Search for information online
- Use common software e.g. Word, Outlook, Excel
- Operate printers, projectors and other equipment
- Participate in videoconferences e.g. Zoom, Teams
- Post or share content on social media
- Other: _____

Existing Develop

Where / how did you develop these skills or strengths? List some examples below.

Other / specialist skills

List any other skills or strengths you have developed that have not already been mentioned, for example, practical skills you have developed during the caring role, or specialist skills associated with your professional field or areas of study.

_____	_____
_____	_____
_____	_____

Summarising your skills and strengths

Review the skills and strengths you have identified on this worksheet. Identify three to five that you think are your strongest and list them below:

_____	_____
_____	_____
_____	_____

RECOGNISE YOUR SKILLS AND STRENGTHS CONT.

Identifying your goals

Thinking about the skills and strengths you have identified, what are some goals you could set yourself for the next few weeks or months?

Goals could include, for example, applying your skills and strengths by seeking paid work in a particular industry, or developing or building on your skills and strengths through undertaking further study.

List three goals for yourself based on your identified skills and strengths:

1. I will... _____
_____ Timeframe: _____

2. I will... _____
_____ Timeframe: _____

3. I will... _____
_____ Timeframe: _____