# A to Z Skills Checklist

Put a circle around the score that reflects your personal assessment how well you use the following skills and how far you enjoy using them.

-1 I do not want to use this skill

0 I enjoy using this skill but want to improve

+1 I demonstrate this skill reasonably well and I am not worried if I don’t use it often

+2 I demonstrate this skill reasonably well and I enjoy using it

+3 I demonstrate this skill to a high ability and I enjoy using it

|  |  |
| --- | --- |
| Absorbing new ideas quickly | -1  0  +1  +2  +3 |
| Active listening | -1  0  +1  +2  +3 |
| Adjusting to Others’ Actions | -1  0  +1  +2  +3 |
| Analysing information | -1  0  +1  +2  +3 |
| Anticipating potential problems | -1  0  +1  +2  +3 |
| Awareness of Others | -1  0  +1  +2  +3 |
| Brainstorming | -1  0  +1  +2  +3 |
| Checking information for accuracy | -1  0  +1  +2  +3 |
| Classifying information | -1  0  +1  +2  +3 |
| Coaching or mentoring | -1  0  +1  +2  +3 |
| Communicating in writing | -1  0  +1  +2  +3 |
| Designing products or layouts | -1  0  +1  +2  +3 |
| Designing technology | -1  0  +1  +2  +3 |
| Distilling Information | -1  0  +1  +2  +3 |
| Evaluating ideas | -1  0  +1  +2  +3 |
| Evaluating outcomes | -1  0  +1  +2  +3 |
| Finding patterns or trends in data | -1  0  +1  +2  +3 |
| Fund raising | -1  0  +1  +2  +3 |
| Generating ideas | -1  0  +1  +2  +3 |
| Helping or Serving Others | -1  0  +1  +2  +3 |
| Improving systems or system performance | -1  0  +1  +2  +3 |
| Inspecting products or equipment | -1  0  +1  +2  +3 |
| Installing and maintaining equipment | -1  0  +1  +2  +3 |
| Instructing | -1  0  +1  +2  +3 |
| Leading teams | -1  0  +1  +2  +3 |
| Making effective use of IT | -1  0  +1  +2  +3 |
| Managing and supervising staff | -1  0  +1  +2  +3 |
| Managing Financial Resources | -1  0  +1  +2  +3 |
| Managing Material and Equipment Resources | -1  0  +1  +2  +3 |
| Managing Time | -1  0  +1  +2  +3 |
| Negotiating | -1  0  +1  +2  +3 |
| Networking outside the organisation | -1  0  +1  +2  +3 |
| Numerical skills | -1  0  +1  +2  +3 |
| Organizing information | -1  0  +1  +2  +3 |
| Persuading | -1  0  +1  +2  +3 |
| Problem solving | -1  0  +1  +2  +3 |
| Public speaking | -1  0  +1  +2  +3 |
| Purchasing | -1  0  +1  +2  +3 |
| Researching and information Gathering | -1  0  +1  +2  +3 |
| Saving time or money, cutting waste | -1  0  +1  +2  +3 |
| Seeking and developing new business | -1  0  +1  +2  +3 |
| Selling | -1  0  +1  +2  +3 |
| Solving Problems with Mathematics | -1  0  +1  +2  +3 |
| Solving Problems with Scientific Methods | -1  0  +1  +2  +3 |
| Testing Equipment or Procedures | -1  0  +1  +2  +3 |
| Thinking logically | -1  0  +1  +2  +3 |
| Training or teaching | -1  0  +1  +2  +3 |
| Troubleshooting | -1  0  +1  +2  +3 |
| Verbal communication | -1  0  +1  +2  +3 |

### How to build on these results

### Focus on your higher scores when deciding what kind of work you want to do next and the information which should be highlighted in your CV. Now look at the skills where you scored zero – what learning opportunities can you find to improve these skills?