

SKILLS CHECKLIST

Which skills have you previously used?

Think about the skills you have gained at school, at home, in a work setting or in the community

SKILLS	Tick if Yes
Advising people	
Analysing data	
Arranging social functions	
Budgeting	
Calculating numerical data	
Checking for accuracy	
Coaching people	
Collecting money	
Coordinating events	
Creating new ideas	
Displaying artistic ideas/work	
Delegating responsibility	
Distributing products	
Editing publications/written work	
Finding information	
Handling complaints	
Interpreting languages	
Inventing new ideas	
Listening to others	
Meeting the public	
Motivating others	

SKILLS	Tick if Yes
Mentoring	
Negotiating	
Organising people and tasks	
Persuading others	
Programming computers	
Promoting events	
Recording scientific data	
Recruiting/interviewing people	
Raising funds	
Repeating same procedures	
Researching in the library	
Running meetings	
Selling products	
Serving individuals	
Speaking in public	
Supporting others	
Teaching others	
Writing clear reports	
Writing for a publication	
Working with precision	
Using equipment/computers	