

Skills Analysis

Every job, course or leisure activity involves skills that are potentially of interest to employers. Go through the following list of key skills, describing an example from your work experience, academic studies, social or home life.

<p>Working effectively with others (For example, on a group project or with children). Key words: approachability, team work, co-operation, rapport, adaptability</p>
<p>Communication (For example, expressing your ideas, explaining something complicated) Key words: listening, enthusiasm, clarity, pertinence, confidence</p>
<p>Judgement and decision making (For example, choosing which assignment to do, which information to include in a project) Key words: decisiveness, research, planning, reaching a conclusion, evaluation</p>
<p>Persuading and influencing (For example, persuading someone to come to a party or accepting your argument) Key words: communication, leadership, negotiation, charisma, motivation, determination, forcefulness, vision, empathy</p>

<p>Ability to solve problems (For example, maths assignments, coping when team members don't pull their weight) Key words: critical thinking, analysis, lateral thinking, creativity)</p>
<p>Time Management (For example, ensuring your assignments are done on time)</p>
<p>Use of IT (For example, word processing a report, using a specialist package to solve a maths problem)</p>
<p>Achieving your goals (For example, getting enough votes to be elected to a role in society) Key words: determination, commitment, will-power, resolution, stamina, ambition, energy, resilience</p>
<p>Specialist subject knowledge</p>
<p>In which skills can you offer plenty of examples where you are using the skill?</p>
<p>In which skills do you have no evidence?</p>