

SKILLS AUDIT

- This skills audit is designed to help you reflect on your strengths, qualities, and transferable skills. By identifying the abilities that come naturally to you – or those you've developed through experience – we can begin to explore career options that align with your unique profile.
- Take your time reviewing the list. Tick any box that feels true to you – whether it's a natural talent or something you've built through work, study, or life experience.

Personal Qualities

- ☐ Reliable
- ☐ Self-motivated
- ☐ Adaptable
- ☐ Honest
- ☐ Resilient
- ☐ Confident
- ☐ Enthusiastic
- ☐ Patient
- ☐ Calm under pressure
- ☐ Positive attitude

People Skills

- ☐ Empathetic
- ☐ Active listener
- ☐ Team player
- ☐ Customer-focused
- ☐ Resolving conflict
- ☐ Able to build rapport
- ☐ Supportive of others
- ☐ Strong communicator
- ☐ Culturally aware
- ☐ Persuasive

Practical & Technical Skills

- ☐ Good with numbers
- ☐ Tech-savvy
- ☐ Strong writing ability
- ☐ Research and analysis
- ☐ Attention to detail
- ☐ Good with hands/manual work
- ☐ Organised and methodical
- ☐ Driving licence
- ☐ IT/computer skills
- ☐ Able to follow procedures

Creative & Innovative Skills

- ☐ Artistic or design skills
- ☐ Innovative thinker
- ☐ Generates new ideas
- ☐ Creative problem solving
- ☐ Visual thinking
- ☐ Enjoys experimenting
- ☐ Storytelling or writing skills
- ☐ Musical or performance talent
- ☐ Branding or marketing
- ☐ Improvises well

Learning & Development

- ☐ Quick learner
- ☐ Reflective thinker
- ☐ Seeks feedback
- ☐ Enjoys new challenges
- ☐ Self-development f
- ☐ Open to change
- ☐ Analytical mindset
- ☐ Research-focused
- ☐ Good memory
- ☐ Curious

