

## SELF – EVALUATION

### CURRENT SKILLS AND QUALITIES

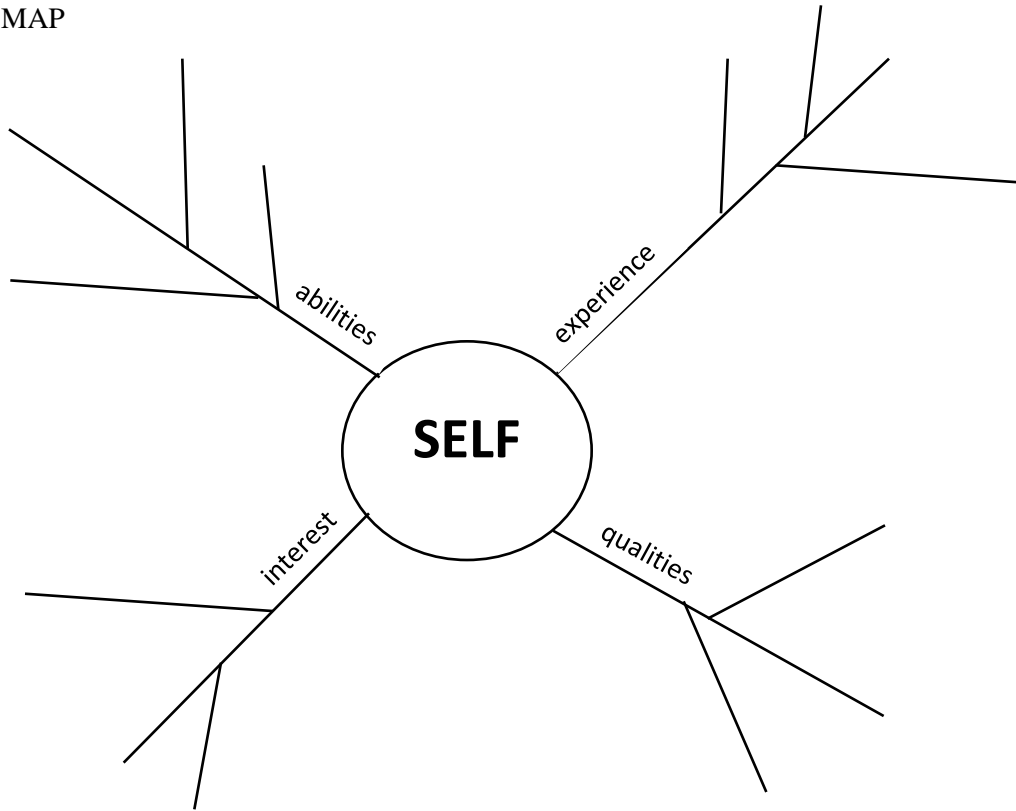
#### Skills

- Ability to get on with people from different backgrounds
- Ability to see and understand other people's points of view
- Dealing with the general public
- Teamwork
- Managing other people
- Teaching or training others
- Negotiating
- Helping others to arrive at decisions
- Being sensitive to others' feelings
- Caring for others
- Ability to read other people's body language
- Dealing with others by phone
- Ability to cope with "difficult" people
- Speaking clearly and to the point
- Being able to take direction from others
- Courage to speak out against injustice
- Ability to see the "whole picture"
- Making decisions
- Managing change and transition
- Staying calm in a crisis
- Technology literacy
- Selling things
- Problem-solving
- Creativity, design and layout
- Facilitating meetings

#### Personal qualities

- Ability to recognize my own needs and ask for help
- Ability to learn from mistakes
- Stress management
- Willingness to take risk and experiment
- Assertiveness
- Determination and perseverance
- Ability to set my own goals
- Maintaining a high level of motivation
- Ability to take responsibility for my own actions
- Trust in my own abilities

BLANK MAP



Source: "The Study Skills Handbook" by Stella Cottrell