



**Work Skills Audit**

<b>SKILL</b>	<b>Lots/Some/None</b>	<b>SKILL</b>	<b>Lots/Some/None</b>
Supervising/ managing others		Using e-mail	
Team leading		Web searching	
Staff recruitment/selection		Other computer usage (specify)	
Telephone skills		*	
Report writing skills		*	
Typing and/or shorthand		*	
Minute taking/information recording		*	
Letter/memo writing skills		*	
Contributing to meetings		*	
Leading meetings		*	
Working to deadlines		Working as part of a team	
Working to budget constraints		Attending to needs of customers	
Managing money		Teaching and/or training	
Cash handling		Mentoring and/or coaching	
Fundraising		Conflict reduction	
Booking services/personnel		Equality & diversity skills	
Sales		Other people skills (specify)	
Promoting services/products etc.		*	
Purchasing products/services etc.		*	
Distribution functions		*	
Presentation skills		*	
Project management skills		*	
Creative/innovative thinking		*	
Design skills		*	
Research/data gathering		Self managing	
Cataloguing/recording skills		Self motivation	
Data/information analysis		Motivating others	
Numerical/calculation skills		Supporting/enabling others	
Health and safety skills		Good time management	
Negotiating/influencing skills		Good task prioritisation	
Decision making		Listening skills	
Problem solving		Explaining skills	
Improvising & troubleshooting		Dealing with interruptions	
Specialist knowledge (specify)		Delegating	
*		Counselling	
*		Investing in personal development	
*		Other personal skills (specify)	
Mechanical/engineering skills		*	
Electrical/plumbing skills		*	
Craft/building skills		*	
Creating/finishing products		*	
Other practical skills (specify)		*	
*		Additional skills (specify)	
*		*	
*		*	
*		*	