Personal skills and work

CAREERS AND TRANSITION

My skills checklist

A skill is something you do well, like playing sport, reading or speaking in public. We all have skills and it is important that you recognise the skills you have now and the skills you need to develop.

1. *Read through the list of skills and examples in the table. You will probably have some of these skills already. Put a tick (✓) under the heading to describe yourself for that skill. You can add some skills that are not already in the table.*

My skills checklist

Skill *Example*	Very good at	Can do	Would like to develop	Doesn't apply to me
Teamwork *Helping a new student settle into your class*				
Working with numbers *Balancing a bank account. Calculating sports teams' scores and statistics*				
Being creative *Writing stories, using computer graphics, painting, photography*				
Staying fit *Exercising and/or playing sport regularly*				
Communication *Listening, speaking clearly or writing to pass on information accurately*				
Using technology / computers *Operating a video, using a computer*				
Planning and organising *Arranging a school disco or a team for a local competition*				
Information gathering and research *Finding information for a school assignment*				
Problem solving *Working out how to get to a place, solving puzzles or computer games*				
Designing new things *Handcrafts, technical crafts, clothing*				
Assembling or repairing things *Repairing punctures to bike tyres, assembling kits*				
Learning new things *New dance steps, new topics, new sports skills*				
Managing *Your time, your money, others in a team*				
Following instructions *Getting a meal ready, following a recipe*				
Showing initiative *Getting on with things without having to be told*				

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My current and developing skills

Look at the skills you are very good at and those you would like to develop and complete the table below.

My skill	How I learned this skill and/or how I currently apply this skill	A job that requires this skill

Skills I would like to develop	How I could develop this skill	A job that requires this skill