

ACTIVITY: What things can you do and want to do?

Employers will want to know about your skills and the specific actions you can take, such as “organise an effective presentation”, “build a team”, “resolve conflicts with customers or colleagues”, or “develop a project timeframe”. Think about all the things you can do and work through the below activity to analyse your skills:

1. Review the list of skills and descriptors and add any additional skills that aren't in the list
2. If you feel you are competent in the skill, tick this box, also indicate whether or not you enjoy doing this



“INTEREST DRIVES MOTIVATION”

By focusing on exploring what you like to do you are more likely to be successful in your next chosen opportunity.

Skill	Description	Competent		Enjoy	
		YES	NO	YES	NO
Analyse	Research; audit; evaluate				
Show intuition	Insight; foresight; visualise solutions/outcomes				
Technology	Use computers, software; machinery				
Make decisions	Major; complex or frequent evaluation of options				
Conceptualise	Create ideas; visualise possibilities				
Think strategically	Critical thinking; understand trends; big picture thinking				
Investigate	Question; probe; source, study				
Solve problems	Diagnose; deduce; generate solutions				
Work mechanically	Repair; assemble; operate tools, machinery				
Data focus	Calculate; count; budget				
Business acumen	Budget; commercial understanding; accounting				
Design	Conceive; create; initiate a plan, project, program				

	Skill	Description	Competent		Enjoy		
			YES	NO	YES	NO	
Being	Resilience	Manage stress, maintain wellbeing					
	Time management	Meet deadlines; set priorities					
	Uphold quality	Attention to detail; high standards of work					
	Plan	Schedule; forecast; predict					
	Include	Accepting; inclusive; respect for diversity					
	Cultural competence	Self awareness; understanding bias; language/experience					
Connecting	Display creativity	Invent; design; originate					
	Sell	Influence to buy ideas, services or products					
	Serve customers	Help customers; liaise with clients; provide a service					
	Nurture	Treat or care; heal; nurse					
	Present	Speak publicly; instruct; facilitate teach or train; perform					
	Write	Create reports; document information					
	Write creatively	Compose articles; stories; lyrics; inform/ entertain					
	Listen	Pay attention; question; understand; appreciate views of others					
	Collaborate	Network; work together; achieve with others/ teams					
	Mediate	Reconcile differences; find solutions					
	Negotiate	Bargain; secure agreement to proposals					
	Leading	Motivate	Inspire; influence; mentor				
		Coach	Empower; advise; facilitate insight; guide				
		Manage people	Supervise performance; delegate; motivate; lead				
Manage projects		Set priorities; manage risks and benefits; resources					
Governance		Lead leaders; provide oversight; think strategically					
Manage change		Convey messages; tailor approach; ensure understanding					
Manage conflict		Advocate; resolve grievances					