

Skills Audits

Complete the skills audit below to help you identify what skills you have and those which you feel could be improved. Be honest, as this will help match your skills to your ideal job, as well as identify which areas you need to improve on.

SKILLS AREA	I CAN DO THIS WELL	OK, BUT I NEED MORE PRACTICE	I CAN'T DO THIS	PRIORITY DEVELOPMENT OF THIS SKILL 1 = very important, 2 = quite important, 3 = not important
I have strategies to help me to plan and manage my time				
I am able to effectively prioritise my tasks and activities				
I am able to work to deadlines				
I am aware of what makes my learning more effective (e.g. place to study, time to study etc)				
I am able to find a specific book or journal in the library using the on-line catalogue				
I am able to evaluate the information I find				
I can make effective notes when reading				
I can punctuate, use grammar and spelling correctly				
I am confident I can express my ideas clearly				
I am able to adapt my writing styles to suit the appropriate media/audience				
I am able to express my views verbally				
I am confident speaking in front of a group of people				
I can prepare, plan and deliver a presentation				
I work well as a member of a group or team				
I am able to listen to and appreciate the views of others				
I am able to use a word processing software				
I can competently use a variety of numerical techniques (e.g. percentages, fractions, decimals)				
I can present numerical information accurately				

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Joacim Rocklöv



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