

Personal Skills Audit 1

Student Name: _____

Class: _____

COMMUNICATION SKILLS (Understanding others and making myself understood)	Very Skilled	Moderately Skilled	In Need of Training
1. I am aware of the importance of body language			
Evidence provided			
2. I can pass on skills to other people			
Evidence provided			
3. I can find and present information to other people, e.g. to other workers, groups and management			
Evidence provided			
4. I am comfortable speaking in informal groups and meetings			
Evidence provided			
5. I can listen well in one-to-one situations or with larger groups			
Evidence provided			
6. I have interview skills			
Evidence provided			

Skills Audit Template

**Carol Chapelhow, Melanie
Fisher, Sandra Crouch, Anna Walsh**

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