Personal Skills Audit 1

COMMUNICATION SKILLS	Werry	Moderately	In Need of
(Understanding others and making myself understood)	Skilled	Skilled	Training
 I am aware of the importance of body language 			
Evidence provided			
2. I can pass on skills to other people			
Evidence provided			
 I can find and present information to other people, e.g. to other workers, groups and management 			
Evidence provided			1.
I am comfortable speaking in informal groups and meetings			1
Evidence provided	1	100	
 I can listen well in one-to-one situations or with larger groups 		T	T
Evidence provided			1
6. There interview skills			T
Evidence provided			

Skills Audit Template

David Wealleans



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