

As a member of the social service workforce, you have developed a range of skills. The following activity is intended to help you think about your existing skills and abilities.

Grade yourself on each of the skills/abilities listed below:

	"I feel confident about this"	"I'm OK at this"	"I need to develop this"
Making and using contacts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delegating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coordinating and making arrangements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deciding on priorities and setting goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working without supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Setting and meeting deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handling a variety of tasks and responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concentrating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Questioning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gathering and remembering large quantities of information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading quickly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeping records, filing and retrieving information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advising or counselling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helping people develop themselves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Running training sessions or teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	"I feel confident about this"	"I'm OK at this"	"I need to develop this"
Speaking to meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning, chairing or running a meeting of any kind	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Making a presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expressing appreciation and compliments readily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saying "No" without feeling guilty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asking for help or information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Giving constructive criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepting a rejection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stating your views to an authority figure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refusing to allow yourself to be manipulated or "put down"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepting different opinions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listening intently and accurately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicating information and opinions in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thinking quickly on your feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explaining difficult concepts or ideas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Giving clear instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing minutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dealing well with the public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	"I feel confident about this"	"I'm OK at this"	"I need to develop this"
Speaking on the phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interviewing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Getting people to work together	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Negotiating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Persuading people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promoting change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepting change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listening intently and accurately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taking risks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Making and carrying out decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spotting and solving problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Challenging ideas you find unacceptable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using imaginations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervising others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judging peoples' effectiveness and potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Giving feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

As well as the skills you graded yourself on, you may also have developed a wide range of additional skills, eg in IT, organisational skills, which we often take for granted and so have difficulty in identifying. List these below:

Did you notice and gaps in the your existing skills and abilities from this exercise? You might want to make a quick note of them now (in the box below). You can use this information later when you create your Personal Development Plan.