Skill	Definition	Level of competency 1 (low) to 5 (high)				
		1	2	3	4	5
Written Communication	Can communicate ideas and information effectively by writing					
Presentation Skills	Can communicate ideas and information effectively by speech					
Team Work	Can work effectively with a group of people to complete a task					
Time Management	Can perform several tasks at the same time and achieve goals within the allotted period					le .
Problem Solving	Can identify obstacles to the completion of tasks and devise solutions to overcome them					
Critical Thinking	Can critically evaluate information					
Assertiveness/Self Confidence	Can express own ideas clearly and diplomatically when working with a range of people					
Creativity	Can create/design objects or systems, using originality, imagination and inventiveness					
Flexibility/Adaptability	Can adjust and adapt to changing situations, and turn easily from one subject to another					
Leadership	Can get others to work together to accomplish an objective					
Organisation	Can structure/arrange resources and time to accomplish a task					
Decision Making	Can make a calculated decision between 2 or more alternatives					
Psychological Skills	Be able to asses a person or situation to achieve a better outcome					
Presentation	Be able to deliver a presentation in front of an audience					
Proof Reading (Attention to detail)	Can possess the skills to accurately check work for mistakes					

# **Skills Audit Template**

**Gillian Jones, Ro Gorell** 

#### **Skills Audit Template:**

**Developing Drama Skills 11-14** Joss Bennathan, 2000 Offers a framework for developing a Key Stage 3 Drama curriculum which ensures key skills and concepts are taught in a coherent and structured way Back cover *Employability* Skills for Law Students Emily Finch, Stefan Fafinski, 2014-02-20 This book aims to be used as a student textbook in the UK for dedicated employability modules and as a companion where institutions do not currently run specific modules Primary Teaching and Learning Fiona Hall, Duncan Hindmarch, Douglas Hoy, Lynn Machin, 2025-02-28 The book is aimed at all those studying on Foundation Degrees in supporting primary and early years teaching and learning and particularly those working at levels 4 and 5 It is written in an accessible style with a focus on work based professional development and encourages critical reflection throughout It starts with a discussion of reflective practice and includes helpful guidance on developing effective study skills Each chapter then focuses on a key topic in education learning and development considers any relevant policies and legislation examines educational theories in relation to professional practice and provides concise case studies to contextualise the learning It provides up to date and relevant material on supporting the new national curriculum safeguarding SEN and inclusion issues and schools as organisations It also covers the competencies for Higher Level Teaching Assistants **Acquiring Interpersonal Skills** Philip Burnard, 2013-11-21 Great Boards Plain & Simple: a Guidebook for Non-profit Managers & Board Members Paula J. MacLean, 2003 EBOOK: Practice Educating Social Work Students: Supporting qualifying students on their placements Wendy Showell Nicholas, Joanna Kerr, 2015-03-16 This brand new book is essential reading for anyone involved in practice educating social work students Whether you are an on site or off site practice educator or a workplace supervisor the book will guide you through your role providing practical and straightforward advice about the process from start to finish With handy references to the Practice Educator Professional Standards PEPS throughout the book helps first time practice educators to quell their anxieties and supports both new and experienced practitioners to develop skills to support their students and deepen their own professional expertise The book provides enlightening and unintimidating guidance on how to Establish expectations with social work students at the start of a placement Assess and support your students to achieve to the very best of their abilities Ensure the highest quality placement experience is offered in your setting Write clear constructive and helpful reports at the mid and end points of the placement Tackle difficult conversations and create action plans when things go wrong Guarantee your students fulfil the criteria of the Professional Capabilities Framework and that you achieve the requirements of PEP domains Written by two experienced professionals the book is packed with practical tips handy checklists and realistic examples providing the time pressed practice educator with at a glance Best Practice points and Common Pitfalls to avoid When I read the book I found it to be helpful and easy to negotiate offering really practical and straightforward advice in an easy style I would recommend it to all Practice Educators whether long in the tooth or fresh in to the profession Steve Harding Social Work Tutor University

of Leeds UK An increase in expectations and practice standards in recent years now requires the Practice Educator role within social work to be enshrined in evidence based educative practice theory specialist professional standards ethics and values This publication consolidates professional practice standards alongside the PCF within the context of current social work education and would be an invaluable tool for practice educators new and old It is clear insightful and above all comes from an experienced practitioner base I wish I had had this type of publication when first starting out I will have no hesitation in recommending this book to my own Trainee Practice Educators within and outside the social work field Kathryne Thomson Associate Lecturer Practice Educator Professional Standards 1 2 Mentor and Assessor Practice Educator Consultant affiliated to Bucks New University UK The PhD Handbook: How to Take Care of Yourself, Your Research Project and Your Future Rosemary Doyle, Fraser Robertson, 2023-10-23 This book includes an accompanying Online Learning Centre The link can be found within the preliminary pages of the book This book will undoubtedly become a must read for every PhD student Dr Steven McCabe Associate Professor Birmingham City University UK A great addition to any supervisor or student s bookshelf Professor Inger Mewburn Director of researcher development Australian National University Australia The PhD Handbook is an essential read to make this journey easier and more structured Prof Dr Carsten P Welsch Head of Physics Department University of Liverpool UK The PhD Handbook is a vital companion to PhD studies in any discipline Colin G Johnson Associate Professor University of Nottingham and co author of How to Get a PhD Based on the authors successful training courses run around the world for thousands of PhD students and drawing on personal experiences of completing their own doctoral degrees this book offers tried and tested approaches to help students at all stages meet the demands of a PhD Full of practical and highly applicable tools techniques activities and templates The PhD Handbook looks beyond research challenges to provide an accessibly written step by step guide to the wider project management and personal effectiveness skills needed throughout your journey toward a successful and timely qualification Each chapter focuses on the most common issues PhD students encounter including how to Create a useful plan when you don t know what you re doing Actively shape a positive supervision partnership Stop worrying and start working Get the most out of every day Get going again if you get stuck Bounce back when things go wrong Use your PhD as the launchpad for your future career As well as helping you make the most of the doctoral experience the book also provides a toolbox of transferable skills that you will find useful in setting yourself up for a successful career beyond your degree Dr Rosie Doyle is a highly respected trainer and coach with a career of more than 25 years specialising in personal effectiveness teamworking and leadership She works in the UK and Europe with clients in the university space industry arts and charity sectors She completed her PhD in 2009 at the University of St Andrews UK Dr Fraser Robertson is an internationally acclaimed trainer consultant and speaker A project manager in the industry for over 20 years he established Fistral Training in 2008 and specialises in supporting researchers around the globe from PhDs and PostDocs to PIs and the Professoriate He completed

his doctoral degree at Edinburgh Napier University UK in 2015 **Learn and Play Out** Learning through Landscapes, 2014-04-29 Do your children know how to grow potatoes where to see a dragon fly or how to fire a rocket Are you one of the 82% of teachers who thinks their school isn t making as much use of their grounds as they should Do you know how to make the most of your outdoor teaching and learning spaces Learn and Play Out is an inspirational accessible and pragmatic set of resources for making changes to Primary school playgrounds in order to provide high quality learning and play experiences Drawing on Learning through Landscapes experience in working with thousands of primary schools it provides practical support to improve the use design and management of your outdoor area More schools are seeing the benefits of their pupils spending longer periods of their school day outside with research showing that this improves attainment behaviour motivation and self esteem For many schools however the environment of their grounds does not meet the needs of their pupils This toolkit helps them assess what they already have work through what their needs are and inspires them to take the next steps forward to make physical and practical improvements to their grounds Featuring downloadable resources with a comprehensive and fully adaptable audit tool plus activities and case study resources to support your work the handy toolkit provides An overview of what your school grounds can do for you A step by step process to work through Advice on how to involve the whole school community in planning changes Guidance on managing your school grounds project Practical activity ideas to involve children and adults This illustrated resource which contains over 140 full colour photos will make it as easy as possible for teachers parents and school governors to plan and manage a playground improvement project involving children at the core of the work and linking the process and improved school grounds to curriculum learning objectives **Venturing: Innovation and Business Planning for Entrepreneurs** Marc H. Meyer, Frederick G. Crane, 2015-07-29 Venturing is a pragmatic methods based book that first helps students conceive design and test product and service innovations develop business models for them and then create their business plans and investor pitches. The book also delves into different types of investors stages of investment and deal structures. It is a perfect book for business planning courses where the instructor wishes to emphasize innovation and the creation of truly interesting customer grounded businesses Starting a Tech Business Alex Cowan, 2012-04-10 The non technical guide to building a booming tech enabled business Thinking of starting a technology enabled business Or maybe you just want to increase your technology mojo so you can do your job better You do not need to learn programming to participate in the development of today s hottest technologies But there are a few easy to grasp foundation concepts that will help you engage with a technical team Starting a Tech Business explains in practical actionable terms how to formulate and reality test new ideas package what you learn into frameworks that are highly actionable for engineers understand key foundation concepts about modern software and systems participate in an agile lean development team as the voice of the customer Even if you have a desire to learn to program and I highly recommend doing whatever unlocks your inner tinkerer these foundation concepts will help

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approach underpinned by theory and research it guides student practitioners through their WBL to help them achieve an outstanding experience There is a focus on the variety of child parent and practitioner perspectives plus case studies involving the full range of ages from across the early years While it is invaluable in answering key questions about placements it also encourages a reflective and critical approach throughout that develops and promotes professionalism It is completely up to date with the latest Early Years Foundation Stage and includes reference to the Early Years Teachers Differentiating Assessment in Middle and High School Mathematics and Science Sheryn Spencer-Waterman, 2013-09-05 This book by Sheryn Spencer Waterman follows the bestselling Handbook on Differentiated Instruction for Middle and High Schools With numerous examples and strategies it is an all inclusive manual on assessing student readiness interests learning and thinking styles It includes examples of Pre Formative and Summative assessments Informal and formal assessments Oral and written assessments Project and performance assessments Highly structured and Leading the Sustainable School enrichment assessments for struggling to gifted students Assessment tools and rubrics Debra Massey, 2012-01-19 When Debra Massey took over as Head of Howe Dell it had a deficit budget falling numbers on roll poor SATs results and an ever delayed new school build Within a year the school was oversubscribed and attendance significantly improved and the pupils say it s down to the school s Education for Sustainable Development ESD curriculum In Leading the Sustainable School Debra explains how making leadership the right and responsibility of every stakeholder taking a few risks and using common sense can improve school attainment and enjoyment Each chapter begins with a case study illustrating a challenge or initiative followed by action points to apply to your own setting From developing a team of leaders to self evaluation tools this book offers practical advice on raising standards in an efficient and sustainable way The companion website for the book features training tools to use with staff and links to useful websites making this a complete package for current or aspiring leaders The National Offender Management Information System Great Britain. National Audit Office, 2009 The project's original aim of a single shared database of offenders will not be met though the number of databases used has been reduced from 220 to three The new system was to be introduced by January 2008 and was to cost 234 million to 2020 By July 2007 155 million had been spent on the project it was two years behind schedule and estimated lifetime project costs had risen to 690 million The project was halted while options to get the budget under control were sought The causes of the delays and cost overruns were inadequate management oversight significant underestimation of the project's technical complexity weak change control and absent budget monitoring. The design of the main supplier contracts precluded pressure on suppliers to deliver to time and cost In January 2008 NOMS began work on a re scoped program with an estimated lifetime cost of 513 million and a delivery date of March 2011 The Quality Audit for ISO 9001:2000 David Wealleans, 2005 This guide to the quality audits is associated with maintaining compliance to ISO 9001 and similar standards It covers all aspects of auditing enabling each auditor to appreciate the approaches adopted by those

working in related areas Dynamic Digital Marketing Dawn McGruer, 2020-01-21 8 powerful ways to market your business online to consistently generate an abundance of leads that convert into profitable customers Dynamic Digital Marketing teaches any business or individual how to increase online visibility and presence attract their target audience generate leads and convert them into profitable customers Author Dawn McGruer is an expert at making businesses and brands shine online She is passionate about helping entrepreneurs and businesses maximise their digital marketing profits by developing digital skills which scale and grow their businesses and accelerate their success Most entrepreneurs and businesses fully understand the importance of digital marketing yet many do not know where to start or worse continue to spend time money and effort on strategies that fail to provide the best results for their investment To remedy this situation Dawn developed her multi award winning digital marketing framework Dynamic Digital Marketing Model Offering step by step guidance this book shows you how to use this model to market your business online whilst transforming yourself into a proficient digital marketer This must read book will help you Gain invaluable insights on what works and what doesn t based on the author s 20 years experience in digital marketing Avoid pitfalls and missteps by implementing the same proven success strategies used by key influencers Harness the power of search engine optimisation SEO social media content marketing online video and more Amplify your brand cultivate customers and increase profits Incorporate e mail marketing customer analytics strategic web design and influencer partnerships in your overall digital marketing strategy Dynamic Digital Marketing Master the world of online and social media marketing to grow your business is an indispensable resource for business leaders business owners marketing and sales professionals digital strategists and consultants entrepreneurs and students in business and marketing programmes Expert CAD Management Robert Green, 2007-08-27 Get the strategies you need for successful CAD management in this one of a kind resource You ll learn basics such as how to assign tasks set budgets and formulate ROI and gradually delve into more complex issues such as managing intellectual property selling ideas to management and end users and configuring for specific engineering environments This indispensable resource is packed with savvy insights practical techniques and real world advice to broaden your technical business and management skills

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