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

Philip Burnard

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

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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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