

Skills – Self Assessment

This self assessment looks at skill areas frequently identified as being important in contributing to overall performance. It recommends the use of self assessment and obtaining feedback from somebody whose opinion you value.

It is scored as follows:

- Column A = Your own assessment on a scale of 1-5 (1=Low, 5=High)
- Column B = Somebody else's assessment of you on a scale of 1-5 (1=Low, 5=High)
- Column C = Your assessment of the importance of the skill to your role (A,B,C,)

Your development priorities are the lowest scores in the most important areas.

	Skill area	A	B	C
	Thinking clearly and analytically			
	Identifying and solving problems			
	Making decisions and weighing risks			
	Time management and prioritisation			
	Planning and scheduling work			
	Listening			
	Verbal communication – giving clear information			
	Verbal communication – preparing and arguing your case			
	Questioning – appropriately to obtain relevant information			
	Written communication – emails, letters, documents, reports			
	Assertiveness			
	Presentation – preparation			
	Presentations – delivery			
	Negotiations			
	Conflict handling			
	Effective working relationships – within your area			
	Effective working relationships – upwards, customers, other areas			
	Use of feedback to improve performance – giving and receiving			
	Effective use of IT systems and equipment			
	Financial and commercial understanding			
	Prepare and run meetings			
	Innovation, creativity, taking initiative			
	Quality awareness and management			

The format can be used in workshops, for team meetings or as part of a training needs analysis and is easily tailored to meet specific requirements.