

### **Personal Skills Audit**

1 - No experience

2 - Some experience

3 - Experienced

4 - Competent and confident

5 - Outstanding - able to confidently enter the world of work with a high level of competency.

Be able to demonstrate:	More specifically	Please see cover page for how to rate yourself					Where and how have I developed this skill?
		My competence					
<b>Teamwork</b>	• Be an effective member of a team to achieve a successful outcome	1	2	3	4	5	
	• Understand your individual role and contribution to a team.	1	2	3	4	5	
	• I understand my behaviour and impact on others when working in and contributing to the success of formal and informal teams	1	2	3	4	5	
	• Able to listen, give and receive feedback and respond perceptively to others.	1	2	3	4	5	
<b>Communication - written</b> <i>Write clearly and in a style appropriate to purpose, e.g reports, assignments, letters.</i>	• Able to produce a well-structured and well written report of substantial length.	1	2	3	4	5	
	• Have confidence and control when writing different types of document in various styles.	1	2	3	4	5	
	• Able to demonstrate proficient report writing skills.	1	2	3	4	5	

<b>Communication – verbal</b> <i>Construct coherent arguments and articulate ideas clearly to a range of audiences, formally and informally through a variety of techniques</i>	<ul style="list-style-type: none"> <li>• Able to communicate own ideas verbally, with proficiency and confidence.</li> </ul>	1	2	3	4	5	
	<ul style="list-style-type: none"> <li>• Able to explain my ideas at a range of levels.</li> </ul>	1	2	3	4	5	
	<ul style="list-style-type: none"> <li>• Able to construct arguments and present these to a range of audiences.</li> </ul>	1	2	3	4	5	
<b>Be able to demonstrate:</b>	<b>More specifically</b>	<b>My competence</b>					<b>Where and how have I developed this skill?</b>
<b>Presentation skills</b>	<ul style="list-style-type: none"> <li>• Show evidence of presenting information effectively to groups.</li> </ul>	1	2	3	4	5	
	<ul style="list-style-type: none"> <li>• Able to produce well-constructed clear presentations and use audio-visual aids where appropriate e.g. PowerPoint.</li> </ul>	1	2	3	4	5	
	<ul style="list-style-type: none"> <li>• Able to present work fluently and confidently, and able to respond clearly and persuasively to questions and comments.</li> </ul>	1	2	3	4	5	
<b>Project management skills</b>	<ul style="list-style-type: none"> <li>• Able to plan, organise and evaluate a given project.</li> </ul>	1	2	3	4	5	
<i>Apply effective project management through the setting of goals, intermediate</i>	<ul style="list-style-type: none"> <li>• Able to execute a project plan which follows a designated schedule to produce a finished piece of work within a given time period</li> </ul>	1	2	3	4	5	

<i>milestones and prioritisation of activities</i>	<ul style="list-style-type: none"> <li>• Able to set and prioritise a number of intermediate goals within an individual or group project and to develop an effective strategy and timetable for meeting them.</li> </ul>	1	2	3	4	5	
	<ul style="list-style-type: none"> <li>• Able to make plans and balance competing demands on time effectively.</li> </ul>	1	2	3	4	5	
<b>Networking</b>	<ul style="list-style-type: none"> <li>• Build and maintain cooperative networks and relationships with tutors, peers and corporate representatives.</li> </ul>	1	2	3	4	5	
	<ul style="list-style-type: none"> <li>• Able to promote my unique selling points in a networking situation with prospective employers.</li> </ul>	1	2	3	4	5	
<b>Be able to demonstrate:</b>	<b>More specifically</b>	<b>My competence</b>					<b>Where and how have I developed this skill?</b>
<b>Negotiation skills</b>	<ul style="list-style-type: none"> <li>• Understand what effective negotiation requires.</li> </ul>	1	2	3	4	5	
	<ul style="list-style-type: none"> <li>• Demonstrate where I have carefully explored my position and the other person's position, with the goal of finding a mutually acceptable compromise, that gives us both as much of what we want as possible.</li> </ul>	1	2	3	4	5	
	<ul style="list-style-type: none"> <li>• Have negotiated in a situation where you have found what the other person wants matches what you are prepared to trade, and that you are prepared to give what the other person wants.</li> </ul>	1	2	3	4	5	

	<ul style="list-style-type: none"> <li>• Able to demonstrate my awareness of the power dynamic in a negotiating situation and how this can impact on me winning or losing a negotiation.</li> </ul>	1	2	3	4	5	
<b>Managing self</b>	<ul style="list-style-type: none"> <li>• Able to work effectively unsupervised.</li> </ul>	1	2	3	4	5	
	<ul style="list-style-type: none"> <li>• Able to manage competing demands on your time.</li> </ul>	1	2	3	4	5	
	<ul style="list-style-type: none"> <li>• Able to efficiently prioritise tasks</li> </ul>	1	2	3	4	5	
<b>Managing others</b>	<ul style="list-style-type: none"> <li>• Understand the skills and attributes of a leader.</li> </ul>	1	2	3	4	5	
	<ul style="list-style-type: none"> <li>• Have experience of managing or leading another team or group.</li> </ul>	1	2	3	4	5	
	<ul style="list-style-type: none"> <li>• Have experience of motivating a group and giving them responsibility.</li> </ul>	1	2	3	4	5	
	<ul style="list-style-type: none"> <li>• Listen to team members and encourage involvement.</li> </ul>	1	2	3	4	5	
	<ul style="list-style-type: none"> <li>• Experience of training or coaching people to equip them to succeed</li> </ul>	1	2	3	4	5	
	<ul style="list-style-type: none"> <li>• Plan the work of a team, considering all that must be accomplished, the various deadlines or timeframes to be met, and the work steps required.</li> </ul>	1	2	3	4	5	

	<ul style="list-style-type: none"> <li>• Delegate tasks and review progress to achieve goals.</li> </ul>	1	2	3	4	5	
	<ul style="list-style-type: none"> <li>• Able to demonstrate awareness of individuals in a team, learn their strengths and weaknesses and challenge them to achieve to the best of their abilities.</li> </ul>	1	2	3	4	5	
	<ul style="list-style-type: none"> <li>• Can demonstrate fairness and impartiality and be consistent when holding everyone to the same standards and expectations.</li> </ul>	1	2	3	4	5	
	<ul style="list-style-type: none"> <li>• Have proven ability to challenge and/or discipline a team member for failing to adhere to standards and expectations</li> </ul>	1	2	3	4	5	
<b>Be able to demonstrate:</b>	<b>More specifically</b>	<b>My competence</b>					<b>Where and how have I developed this skill?</b>
<b>Application of IT</b>	<ul style="list-style-type: none"> <li>• Effective use of Microsoft Office including Word and Power point.</li> </ul>	1	2	3	4	5	
	<ul style="list-style-type: none"> <li>• Able to use Excel and develop and manipulate spread sheets.</li> </ul>	1	2	3	4	5	
	<ul style="list-style-type: none"> <li>• Proficient in the use of email and Internet.</li> </ul>	1	2	3	4	5	
	<ul style="list-style-type: none"> <li>• Knowledge of computer hardware and how to troubleshoot.</li> </ul>	1	2	3	4	5	
	<ul style="list-style-type: none"> <li>• Can use printer and photocopier efficiently.</li> </ul>	1	2	3	4	5	
	<ul style="list-style-type: none"> <li>• Able to access online research databases</li> </ul>	1	2	3	4	5	

Be able to demonstrate:	More specifically	My competence					Where and how have I developed this skill?
<b>Critical thinking</b>	<ul style="list-style-type: none"> <li>• Able to raise vital questions and problems, formulating them clearly and precisely.</li> </ul>	1	2	3	4	5	
	<ul style="list-style-type: none"> <li>• Gather and assess relevant information, using abstract ideas to interpret it effectively.</li> </ul>	1	2	3	4	5	
	<ul style="list-style-type: none"> <li>• Come to well-reasoned conclusions and solutions, testing them against relevant criteria and standards.</li> </ul>	1	2	3	4	5	
	<ul style="list-style-type: none"> <li>• Think open-mindedly within alternative systems of thought, recognising and assessing, as need be, your assumptions, implications, and practical consequences.</li> </ul>	1	2	3	4	5	
	<ul style="list-style-type: none"> <li>• Communicate effectively with others in figuring out solutions to complex problems, without being unduly influenced by others' thinking on the topic.</li> </ul>	1	2	3	4	5	
<b>Problem solving</b>	<ul style="list-style-type: none"> <li>• Able to identify, clarify and describe a problem (s).</li> </ul>	1	2	3	4	5	
	<ul style="list-style-type: none"> <li>• Ability to analyse the causes of a given problem(s).</li> </ul>	1	2	3	4	5	
	<ul style="list-style-type: none"> <li>• Ability to identify and assess alternative solutions.</li> </ul>	1	2	3	4	5	

	<ul style="list-style-type: none"> <li>• Able to choose a solution and implement it.</li> </ul>	1	2	3	4	5	
	<ul style="list-style-type: none"> <li>• Able to evaluate whether the problem(s) was solved or not.</li> </ul>	1	2	3	4	5	
<b>Be able to demonstrate:</b>	<b>More specifically</b>	<b>My competence</b>					<b>Where and how have I developed this skill?</b>
<b>Creativity</b>	<ul style="list-style-type: none"> <li>• Able to generate new ideas and approaches.</li> </ul>	1	2	3	4	5	
	<ul style="list-style-type: none"> <li>• Able to develop new methodologies as required.</li> </ul>	1	2	3	4	5	
	<ul style="list-style-type: none"> <li>• Able to find and implement solutions to difficult problems.</li> </ul>	1	2	3	4	5	
<b>Lifelong learning</b>	<ul style="list-style-type: none"> <li>• Demonstrate self-awareness and the ability to identify own training needs.</li> </ul>	1	2	3	4	5	
	<ul style="list-style-type: none"> <li>• Pursue appropriate training to develop skills and knowledge.</li> </ul>	1	2	3	4	5	
<b>Ethics and social responsibility</b>	<ul style="list-style-type: none"> <li>• Have a clear understanding of the theoretical meaning and reference of moral propositions and how their “truth values” (if any) may be determined.</li> </ul>	1	2	3	4	5	
	<ul style="list-style-type: none"> <li>• Familiar with the practical means of determining a moral course of action.</li> </ul>	1	2	3	4	5	



	• Are aware how moral outcomes can be achieved in specific situations.	1	2	3	4	5	
	• Understand ethics in a business context.	1	2	3	4	5	
	• Understand corporate social responsibility (CSR).	1	2	3	4	5	
	• Have freely contributed to the community through activities such as volunteer work.	1	2	3	4	5	

## CAREER MANAGEMENT

Be able to demonstrate:	More specifically	My competence					Where and how have I developed this skill?
<i>Appreciate the need for and show commitment to continued professional development.</i>	• Active member of a professional institution or body.	1	2	3	4	5	
	• Regularly attend seminars or presentations outside formal curriculum timetable.	1	2	3	4	5	
	• Have ownership of, update and regularly review a Personal Development Plan (PDP)	1	2	3	4	5	
<i>Take ownership of and manage one's career progression, set</i>	• Aware of potential employers, general recruitment practices and effective job hunting techniques.	1	2	3	4	5	

<i>realistic and achievable goals, and identify and develop ways to improve employability</i>	• Have considered own career direction post-graduation and set realistic and achievable career goals.	1	2	3	4	5	
	• Have identified ways to improve your employability and acted upon them.	1	2	3	4	5	
<b>Be able to demonstrate:</b>	<b>More specifically</b>	<b>My competence</b>					<b>Where and how have I developed this skill?</b>
<i>Demonstrate an insight into the transferable nature of skills developed as part of your degree to other work environments and the range of career opportunities within and outside the sector.</i>	• Aware of the range of career opportunities within and outside the property sector.	1	2	3	4	5	
	• Fully able to demonstrate the transferable nature of the skills developed as part of your degree to other work environments.	1	2	3	4	5	
<i>Present one's skills, personal attributes and experiences through effective CVs, applications and interviews</i>	• A broad knowledge of types of CV's, interview techniques and standard questions and recruitment techniques such as psychometric testing.	1	2	3	4	5	
	• Able to create a targeted CV which effectively presents your skills, attributes and experiences.	1	2	3	4	5	
	• Able to present your skills, attributes and experiences effectively in a job interview situation.	1	2	3	4	5	
<b>Commercial Awareness</b>	• Know where to look to find what channels exist so I can keep up to date within my specialism.	1	2	3	4	5	

	<ul style="list-style-type: none"> <li>• Research events within organisations which offer students opportunities to get involved.</li> </ul>	1	2	3	4	5
	<ul style="list-style-type: none"> <li>• Aware of membership bodies which I am able to join or get support from.</li> </ul>	1	2	3	4	5
	<ul style="list-style-type: none"> <li>• Use social networking to keep in touch with latest trends within my specialism.</li> </ul>	1	2	3	4	5