|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Skills and strengths | | | | | |
| Skill area | Where I’ve used this skill | Skill rating 1-5 (1 not at all skilled, 5 extremely skilled) | I enjoy using this skill | I would like this skill to feature highly in my work | Ways to develop |
| Written communication |  |  |  |  |  |
| Verbal communication |  |  |  |  |  |
| Listening |  |  |  |  |  |
| Facilitation |  |  |  |  |  |
| Empathy |  |  |  |  |  |
| Stakeholder management |  |  |  |  |  |
| Mentoring/coaching |  |  |  |  |  |
| Problem solving |  |  |  |  |  |
| Leadership |  |  |  |  |  |
| Diplomacy |  |  |  |  |  |
| Negotiation |  |  |  |  |  |
| Critical thinking |  |  |  |  |  |
| Decision making |  |  |  |  |  |
| Delegation |  |  |  |  |  |
| Collaboration |  |  |  |  |  |
| Project management |  |  |  |  |  |
| Presentation |  |  |  |  |  |
| Innovation |  |  |  |  |  |
| Time management |  |  |  |  |  |
| Budgeting |  |  |  |  |  |
| Digital literacy |  |  |  |  |  |
| Managing ambiguity |  |  |  |  |  |
| Governance |  |  |  |  |  |
| Flexibility |  |  |  |  |  |
| Supervisory |  |  |  |  |  |
| Research |  |  |  |  |  |
| Patience |  |  |  |  |  |
| Networking |  |  |  |  |  |