

# Public Service

## Personal Skills Audit:

Date: \_\_\_\_\_ Name: \_\_\_\_\_

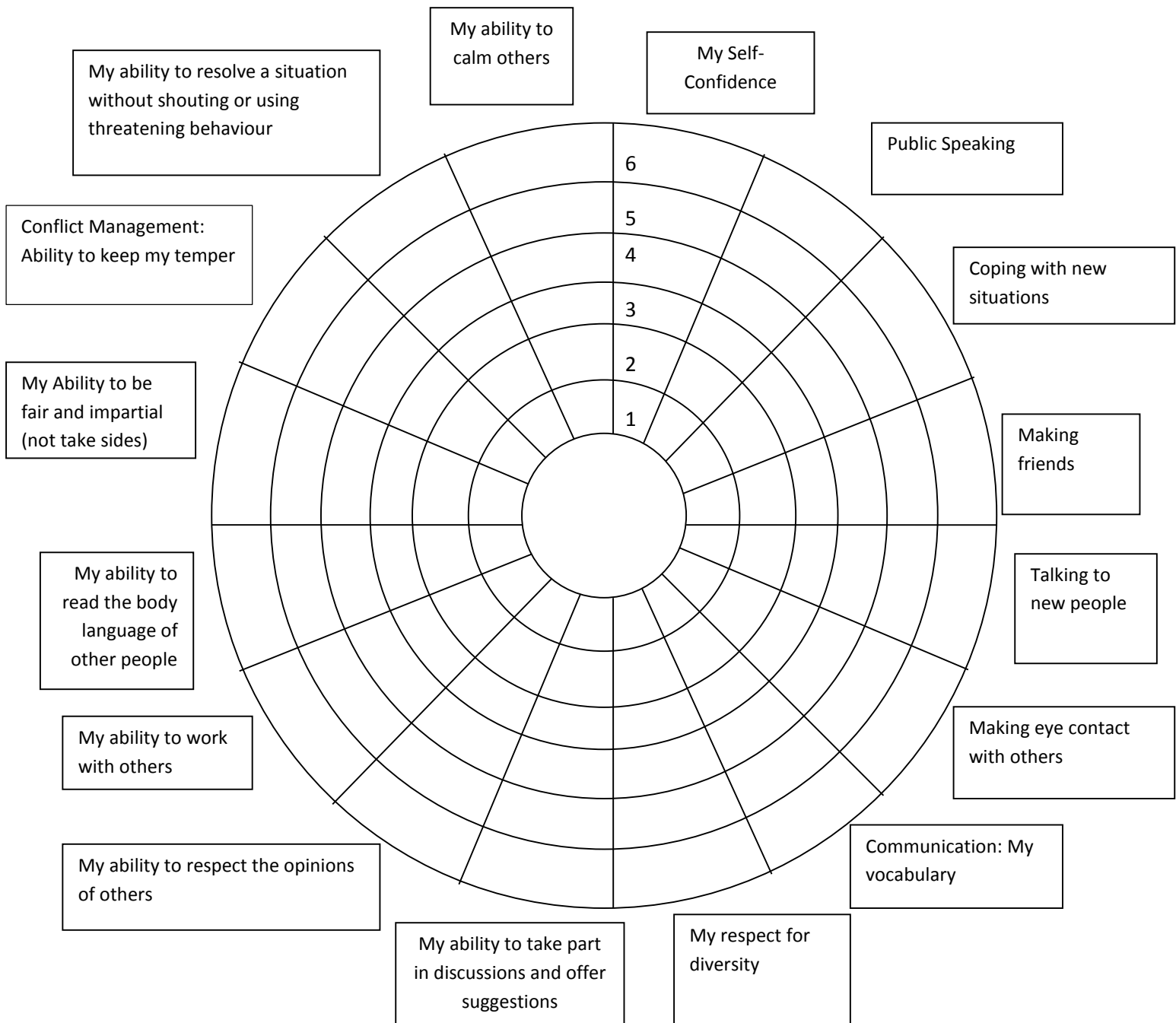
My Personal Work Skills Audit	1	2	3	4	5	6
<b>Confidence</b>						
Public speaking						
Coping with new situations						
Making friends						
Talking to strangers						
Making eye contact with others						
<b>Communication</b>						
Vocabulary						
Clear speech						
Body language						
Respect for diversity						
Honesty and directness						
<b>Teamwork</b>						
Ability to work with others						
Ability to take orders						
Ability to listen and respond to others						
Respect for the opinions of others						
Ability to participate in discussions and offer suggestions						
<b>Interpersonal skills</b>						
Sensitivity to others						
Ability to cope with the distress of others						
Diplomacy						
Ability to be fair and impartial						
Able to read body language of others						
<b>Conflict management</b>						
Ability to keep your temper						
Ability to calm others						
Ability to resolve a situation without shouting or violence						
Confidence to step in to help others who are in conflict						
Ability to liaise with all different kinds of people						

Confidence	Communication	Teamwork	Inter personal skills	Conflict Management

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On a scale of 1-6 (1 being low, 6 being high) colour in the appropriate segments below:





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<b>What are my strongest skills?</b>	<b>How can I use these to help my team work effectively...?</b>
<b>What skills to I need to develop further?</b>	<b>How could their development help my team to work more effectively?</b>

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What are my Strengths	What are my Weaknesses
What opportunities do I have to improve these?	What things could be a threat (things that may stop you)