A Level Course

Skills Audit

Individual task:

- Carry out an audit of the skills that you will need to implement a project while working in a team.

- You should identify your strengths and weaknesses using the following headings:
- Personal skills
- Technical skills
- Interpersonal skills
- Economic skills

- You should also identify strategies that you can adopt to rectify weaknesses in your skills set.

Skills Audit Report

- In a 'Word' document carry out an audit of the skills that you will need to implement a project or work in a team.

- Use the following subheadings for each section :
  - Personal skills
  - Technical skills
  - Interpersonal skills
  - Economic skills

Help and Guidance

- In this PowerPoint are some questions you could answer for each section.

Personal Skills

- Are you well organised?
- Do you meet deadlines?
- Do you usually produce sufficient work?
- Is your work usually of a high standard
- Are you good at problem solving?
- Are you good at using your own initiative?
- How do you cope with using new software?
- Do you have any experience of working in groups/team working?

Technical Skills

- Do you have a good knowledge and understanding of computer hardware?
- Do you have good ICT skills?
- Which programs are you able to use well?
- On which programs do you need to improve your skill level?
- Are you able to give advice to others when they experience problems with a program they are using?

- As you work in a team you should identify the skills of each team member

Interpersonal Skills

- Are you able to use the support of other to improve your ICT skills?
- Are you good at co-operating with others
- Are you able to lead others?
- Are you good at communicating information
- Can you negotiate
- Do you work with enthusiasm
- Are you adaptable

Economic Skills

- Are you good at identifying the resources that you need to complete a task?
- Are you good at estimating the time required to complete a task?
- Do you use the resources you have efficiently?
- Do you use your time effectively?

- You can allocate tasks and responsibilities so peoples' strengths can be used for the benefit of the whole team.