

## Transferable Skills Worksheet

<p><b>Communication</b></p> <p>Verbal and written communication, and listening. Being clear, concise and focused; being able to tailor your message for an audience and listening to the views of others.</p>	<p>I'm amazing!</p> <input data-bbox="1160 363 1285 453" type="checkbox"/>	<p>I'm good at this</p> <input data-bbox="1361 363 1487 453" type="checkbox"/>	<p>Ok but room for improvement</p> <input data-bbox="1576 363 1702 453" type="checkbox"/>	<p>I'd like to be better</p> <input data-bbox="1778 363 1904 453" type="checkbox"/>	<p>I don't know where to start?</p> <input data-bbox="1980 363 2105 453" type="checkbox"/>
<p><b>Teamwork</b></p> <p>I'm a team player but also have the ability to manage difficult situations and share work with others. I'm positive about working well with others to achieve a goal.</p>	<p>I'm amazing!</p> <input data-bbox="1160 660 1285 750" type="checkbox"/>	<p>I'm good at this</p> <input data-bbox="1361 660 1487 750" type="checkbox"/>	<p>Ok but room for improvement</p> <input data-bbox="1576 660 1702 750" type="checkbox"/>	<p>I'd like to be better</p> <input data-bbox="1778 660 1904 750" type="checkbox"/>	<p>I don't know where to start?</p> <input data-bbox="1980 660 2105 750" type="checkbox"/>
<p><b>Negotiation and persuasion</b></p> <p>I can set out what you want to achieve and communicate the 'how' to others. I can see both sides of the argument and understand where the other person is coming from. We can both get what we want out of a project/piece of work</p>	<p>I'm amazing!</p> <input data-bbox="1160 979 1285 1069" type="checkbox"/>	<p>I'm good at this</p> <input data-bbox="1361 979 1487 1069" type="checkbox"/>	<p>Ok but room for improvement</p> <input data-bbox="1576 979 1702 1069" type="checkbox"/>	<p>I'd like to be better</p> <input data-bbox="1778 979 1904 1069" type="checkbox"/>	<p>I don't know where to start?</p> <input data-bbox="1980 979 2105 1069" type="checkbox"/>

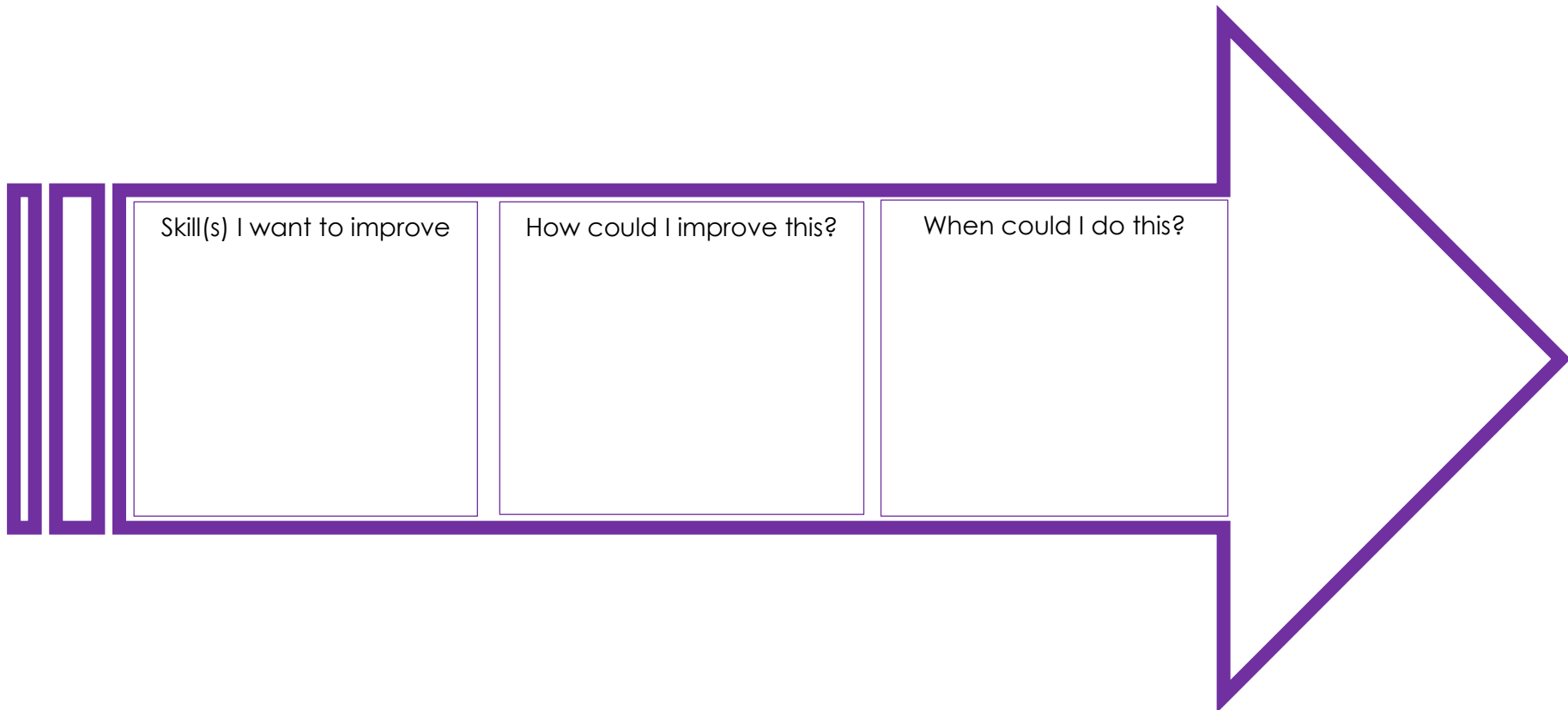
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<p><b>Problem solving</b></p> <p>You need to display an ability to take a logical approach to solving problems and issues. I'm good at thinking 'outside the box' and can approach problems from different angles.</p>	<p>I'm amazing!</p> <input data-bbox="1160 507 1285 596" type="checkbox"/>	<p>I'm good at this</p> <input data-bbox="1361 507 1487 596" type="checkbox"/>	<p>Ok but room for improvement</p> <input data-bbox="1570 507 1695 596" type="checkbox"/>	<p>I'd like to be better</p> <input data-bbox="1787 507 1912 596" type="checkbox"/>	<p>I don't know where to start?</p> <input data-bbox="1989 507 2114 596" type="checkbox"/>
<p><b>Leadership</b></p> <p>You may not be a leader straight away, but students often need to show they can motivate people around them. Have you ever had a clear vision for a piece of work or group task and been the person leading the way?</p>	<p>I'm amazing!</p> <input data-bbox="1160 858 1285 948" type="checkbox"/>	<p>I'm good at this</p> <input data-bbox="1361 858 1487 948" type="checkbox"/>	<p>Ok but room for improvement</p> <input data-bbox="1570 858 1695 948" type="checkbox"/>	<p>I'd like to be better</p> <input data-bbox="1787 858 1912 948" type="checkbox"/>	<p>I don't know where to start?</p> <input data-bbox="1989 858 2114 948" type="checkbox"/>
<p><b>Organisation</b></p> <p>This is about showing that you can prioritise, work efficiently and productively, and manage your time well. Are you good at setting yourself deadlines? Are you good at balancing work with things outside of school life?</p>	<p>I'm amazing!</p> <input data-bbox="1160 1187 1285 1276" type="checkbox"/>	<p>I'm good at this</p> <input data-bbox="1361 1187 1487 1276" type="checkbox"/>	<p>Ok but room for improvement</p> <input data-bbox="1570 1187 1695 1276" type="checkbox"/>	<p>I'd like to be better</p> <input data-bbox="1787 1187 1912 1276" type="checkbox"/>	<p>I don't know where to start?</p> <input data-bbox="1989 1187 2114 1276" type="checkbox"/>

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<p><b>Perseverance and motivation</b></p> <p>Life presents many challenges, are you the kind of person who will find a way through, even when the going gets tough. Could you find the motivation to study a single subject for 3-4 years at university?</p>	<p>I'm amazing!</p> <input data-bbox="1160 512 1285 601" type="checkbox"/>	<p>I'm good at this</p> <input data-bbox="1361 512 1487 601" type="checkbox"/>	<p>Ok but room for improvement</p> <input data-bbox="1570 512 1695 601" type="checkbox"/>	<p>I'd like to be better</p> <input data-bbox="1785 512 1910 601" type="checkbox"/>	<p>I don't know where to start?</p> <input data-bbox="1984 512 2110 601" type="checkbox"/>
<p><b>Ability to work under pressure</b></p> <p>This is about keeping calm in a crisis and not becoming too overwhelmed or stressed. Might be good to try to keep a sense of humour too.</p>	<p>I'm amazing!</p> <input data-bbox="1160 845 1285 935" type="checkbox"/>	<p>I'm good at this</p> <input data-bbox="1361 845 1487 935" type="checkbox"/>	<p>Ok but room for improvement</p> <input data-bbox="1570 845 1695 935" type="checkbox"/>	<p>I'd like to be better</p> <input data-bbox="1785 845 1910 935" type="checkbox"/>	<p>I don't know where to start?</p> <input data-bbox="1984 845 2110 935" type="checkbox"/>
<p><b>Confidence</b></p> <p>Can you strike the balance of being confident in yourself but not arrogant? Do you believe in yourself and your abilities?</p>	<p>I'm amazing!</p> <input data-bbox="1160 1169 1285 1259" type="checkbox"/>	<p>I'm good at this</p> <input data-bbox="1361 1169 1487 1259" type="checkbox"/>	<p>Ok but room for improvement</p> <input data-bbox="1570 1169 1695 1259" type="checkbox"/>	<p>I'd like to be better</p> <input data-bbox="1785 1169 1910 1259" type="checkbox"/>	<p>I don't know where to start?</p> <input data-bbox="1984 1169 2110 1259" type="checkbox"/>

## What I can do next with my professional skills



Skill(s) I want to improve	How could I improve this?	When could I do this?