**Skills Profile Exercise**

**Part 1 – 05 mins**

The table on the following page provides a list of 12 transferable skills that you may have acquired during your time at university (academic or extra-curricular), while working, or through other experience. For each of the skills in the table, give yourself a score, ranging from 1 (low) to 5 (high), indicating what your level of competence is for that skill.

**Part 2 – 15 mins**

When you have scored yourself, look at 5 of the skills that are your strongest. Try to think of an occasion when you have acquired that skill, or put it into practice. Don’t limit yourself to course work – try to think of other activities and interests – e.g. being involved in the running of a society or travelling abroad. If you can think of any other skills, add them to the table, using the blank boxes.

**Part 3 – 10 mins**

Finally, look at the 5 skills with the lowest score – or five skills that you think you should develop - and consider how you can do to improve.

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| **Skill** | **Definition** | **Level of competency**  **1 (low) to 5 (high)** | | | | |
|  |  | **1** | **2** | **3** | **4** | **5** |
| Written Communication | Can communicate ideas and information effectively by writing |  |  |  | X |  |
| Presentation Skills | Can communicate ideas and information effectively by speech |  |  |  |  | X |
| Team Work | Can work effectively with a group of people to complete a task |  |  |  | X |  |
| Time Management | Can perform several tasks at the same time and achieve goals within the allotted period |  |  | X |  |  |
| Problem Solving | Can identify obstacles to the completion of tasks and devise solutions to overcome them |  |  | X |  |  |
| Critical Thinking | Can critically evaluate information |  |  | X |  |  |
| Assertiveness/Self Confidence | Can express own ideas clearly and diplomatically when working with a range of people |  | X |  |  |  |
| Creativity | Can create/design objects or systems, using originality, imagination and inventiveness |  |  |  | X |  |
| Flexibility/Adaptability | Can adjust and adapt to changing situations, and turn easily from one subject to another |  |  | X |  |  |
| Leadership | Can get others to work together to accomplish an objective |  |  |  | X |  |
| Organisation | Can structure/arrange resources and time to accomplish a task |  | X |  |  |  |
| Decision Making | Can make a calculated decision between 2 or more alternatives |  | X |  |  |  |
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From the list above pick 5 skills in which you feel you are most competent and give evidence to support this claim:

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| **Skill** | **Evidence** |
| Presentation Skills | In past video projects, I have assumed lead presenting roles and believe that I have been effective in these roles as evidenced by my overall grades from these projects. |
| Written Communication | My written communication can perhaps be evidenced best by my abilty to write in a formal context. An example of this is my ability to write professional emails. One instance of this was an email I sent to arrange an interview with a media professional, which was successful as the interview was arragned officially with ease. |
| Leadership | In a presentation about Greek Media, myself and another classmate shared a leadership role within our presentation group and my personal role was to make sure the group was progressing with the work. I assigned a topic to each member and made sure to track each member’s progress, even advising areas to build upon. I believe this was a success as each group member passed the project. |
| Team Work | An example of my teamwork skills would be my experience working behind a bar during the restrictions caused by the Covid-19 pandemic. As nobody was allowed to take orders at the bar, roles had to be split between a team with some people taking orders at tables and others behind the bar. I listened to the orders taken by my colleagues and was able to get drinks ready to be served in a timely and organised manner in tandem with other staff that were behind the bar too, creating a system for how we were to go about service with each person taking responsibility for different drinks. |
| Creativity | In a logo design project for a band, I created 6 different design ideas based on the ideas and themes given to me by the band. My creativity was demonstrated here as each logo was a unique take on these themes with the themes being interpreted in multiple different ways. |

What can I do to improve my transferable skills:

Select your 5 lowest scores – or the five skills you think it is most important to develop - and use this table to try to work out what you could do to improve those skills (i.e. write the skill in the left hand box and the method of improvement in the right.)

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| **Skill** | **What I can do** |
| Flexibility/ Adaptability | I could take different roles in group tasks to what I would normally do (for instance I could work on audio editing, which is a weakness of mine) as this would allow me to be versatile and fit any role given to me as I would not be lacking experience in any areas. |
| Descision Making | My main area of concern with decision making is that I am not decisive enough. To improve on this, I need to gain more experience and use my already good leadership qualities to make more decisions rather than asking others to, and I need to not be afraid of making mistakes and learn to trust my own judgement which would mainly come through first hand experience. |
| Organisation | I need to learn to plan things out better as this would allow me to keep to a structure and be more organised as a result. To do this, I need to take more responsibility for pre-production in projects and put more time into this. |
| Assertiveness/ Self-Confidence | This is perhaps my greatest area to improve as I currently struggle with asserting myself and putting myself out there in case descisions backfire. To improve this, similarly to decision making, I need experience making decisions and asserting myself so that I can learn from success and failures and not be afraid of mistakes, but instead to learn from them. |
| Critical Thinking | In order to improve my critical thinking skills, I need be proactive in looking into more analytical academic texts to get a greater understanding of where critical thinkers see alternate meanings, as well as how they can create a balanced conclusion. |