

## **Skills Task**

**What are your top 5 skills? Keep a note of these. Is there are certain category which your skills fall into?**

### ***O: Organisation (management, getting things done, action)***

Making new contacts through networking	Planning effectively, anticipating problems
Project management	Initiating projects
Problem solving, trouble shooting	Delegating effectively
Leading a team	Taking on difficult challenges
Making decisions under pressure	Self-motivation/Self-reliance
Resilience under pressure	Toleration & flexibility to risk/uncertainty
Keeping calm under pressure	Anticipating and Managing change
Entrepreneurial and business skills	

### ***P: People (communication, caring, getting on with, persuading, leading)***

Conveying warmth and empathy	Actively listening, assessing needs
Assessing situations or people quickly and accurately	Developing Rapport
Persuading and gaining commitment	Making Presentations
Teaching	Supervision
Taking responsibility	Building community, breaking down barriers between people
Motivating People	Communicating a vision
Developing and complimenting the ideas of others	Inspiring people
Counselling and mentoring	

***A: Analytical (numbers, figures, data etc)***

Juggling several tasks at one time with conflicting demands	Interpreting information quickly and making judgements under pressure
Seeing patterns or trends in data Interpreting information quickly and making judgements under pressure	Exploiting the advantages of IT
Attention to detail	Organising and retrieving data effectively
Developing and complimenting the ideas of others	

***PP: Practical/physical (precision, fixing things, manual dexterity etc)***

Improving Quality or reliability	Designing systems
Adapting or improving processes or performance	Hand to eye co-ordination/Spatial awareness
Taking things apart to see how they work	Manual dexterity
Clinical diagnostics	

***I: Intuition/innovation/creativity (ideas, possibilities, big picture etc)***

Translating complex ideas into straightforward language	Creating, innovating, seeing alternatives
Generating new ideas, challenging assumptions	Seeing the wood for the trees – seeing the big picture
Having Insight and Intuition	Improvising under pressure
Readily absorbing ideas and concepts	Inventing new solutions to problems