

Writing



You enjoy communicating with others in writing.



You can write fluently and concisely.



You are accurate with spelling and grammar.



You can adapt a message to suit different readers.

Presenting

- You are confident and articulate when talking.
- You can find the appropriate language for different audiences.
- You know how to adapt your style and pace to suit different audiences.
- You are expressive and people find it interesting to listen to you.
- You understand how to keep the attention of an audience.

Listening

- ❖ You can actively listen to and engage with an audience.
- ❖ You know how to ask questions in order to understand things more clearly.
- ❖ You are able to give a clear summary of information that you hear.

Negotiating

- You can persuade others.
- You can influence group decisions.
- You can spot when changes are needed and you know how to negotiate for these changes.

Decision-making

- ❖ You have the ability to prioritise.
- ❖ You can identify the resources you have and you can make a plan for the best use of these resources.
- ❖ You can work with others on a team in order to make the best plans for the future.
- ❖ You can communicate ideas and make solid plans for your goals.

Leading

- ❖ You understand how to motivate others.
- ❖ You have shown an ability to build trust.
- ❖ You can realise your own potential and the potential of others.
- ❖ You can delegate tasks and assignments.

Organising

- You have the ability to develop and adopt a schedule.
- You are effective at tasks and time management.
- You can identify appropriate goals and see them through.
- You know how to plan actions and deliver results.

Mentoring

- ❖ You support the learning of others.
- ❖ You can act as a mentor to younger students.
- ❖ You seek out mentoring relationships with people who are more experienced than you.

Motivating

- ❖ You can motivate others to focus on projects.
- ❖ You have shown self-discipline, motivation and thoroughness.
- ❖ You know how to motivate younger students to accomplish things.

Influencing

- ❖ You can argue the facts, benefits and implications of a situation.
- ❖ You can change the opinion and direction of others.
- ❖ You can gain commitment from other people.

Teamwork



You can develop good working relationships with other people.



You collaborate well with other students.



You understand the different roles in teams.

Time Management

- ❖ You manage your own time efficiently and effectively.
- ❖ You can complete projects within the agreed deadlines.
- ❖ You have techniques and systems for checking that you are on time and on target with different projects.

Study–Life Balance

- ❖ You know how to find study–life balance.
- ❖ You use the supports around you to avoid too much pressure.
- ❖ You can identify when you are stressed and you have stress-management techniques in place to help you.

Adaptability

- ❖ You can adapt your approach and techniques, if things are not going to plan.
- ❖ You are comfortable with change: you expect it and can prepare for it.
- ❖ You feel that you are able to take up new opportunities.

Self-confidence

- ❖ You have confidence in your own abilities.
- ❖ You are self-reliant: you have initiative and can work independently.
- ❖ You do not like rejection but you know how to handle it when it comes.

Self-reflection

- ❖ You take time to reflect on your past experiences.
- ❖ You are aware of your strengths and your weaknesses.
- ❖ You understand your own behaviours and the impact they have on other people.

Self-promotion

- ❖ You can identify opportunities.
- ❖ You believe that it is important to present yourself well.
- ❖ You understand what makes you look well to other people.

Enthusiasm

- ❖ You can handle setbacks and keep your negativity in check.
- ❖ You can see the positives and opportunities in a situation.
- ❖ You know how to keep yourself motivated, even if the task gets difficult or boring.

Networking

- ❖ You keep a network of positive relationships with friends, family and peers.
- ❖ You are able to make connections with people through shared hobbies and interests.
- ❖ You can see the benefits of cooperation.

Skills-awareness

- ❖ You understand the idea of transferable skills and you work on this in your own life.
- ❖ You keep a record of your experiences, achievements and skills in diary.
- ❖ You can identify where your skills would be a good match with a future course or career.

Analysing

- ❖ You can analyse situations for you and for other people.
- ❖ You can sort through the pros and cons of a situation.
- ❖ You can take in a lot of information and use it to draw your own conclusions.

Problem-solving

- ❖ If you are faced with a problem or setback, you can take a creative approach.
- ❖ You have an imaginative and enquiring mind.
- ❖ You can recognise upcoming problems.
- ❖ You understand the importance of tackling problems upfront.
- ❖ You keep an open mind when it comes to new ideas.

Evaluating

- You can take in a lot of information and use it to write your own summary or report.
- You have good critical thinking and you are decisive.
- You can make an independent judgment on the value of something.
- You can receive and give constructive criticism.

Enterprising

- You are full of ideas.
- You can identify opportunities for you and for others.
- You are comfortable in taking risks.
- You can identify people's needs and understand how these needs can be met.

Innovation



You are creative and imaginative.



You can identify when something could be improved.



You see the value in trying things in a new way.



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