

My 10 Key Competencies Log

The skills my employer wants to see from me

Key Skill	Example of a time you've used this skill	Further Actions
Teamwork	I worked with my team to complete the deadline for our project which was moving equipment to a new office. We wouldn't have met the deadline if we didn't work together to allocate tasks and help each other out. I made sure I completed what had been allocated to me and offered to help my teammates who weren't yet finished.	No - I feel confident I have this skill and can provide multiple examples
Motivation/Initiative	I sometimes can feel motivated e.g. I asked to be part of the group that is looking at improving one of our processes. I rate myself around 5/10 on this skill. I like to use my initiative but sometimes I lack the confidence to do something on my own accord without being told to do it first.	I want to improve this skillset so I could ask to lead on a project/task in my team?
Digital Skills	I have completed a Level 3 IT qualification and feel comfortable with my level of digital skills. However, I really want a job in XXXX in the future which would mean using Excel a lot and I would like more experience in this area.	Are there opportunities within my team/service to complete tasks which use Excel? Or could I spend some time shadowing a colleague who is well-skilled?
Numeracy/Literacy	I have a GCSE in English, but I did not achieve a Level 2 in Maths.	I could think about signing up to Adult Skills and Community Learning at Wellington House, or Barnsley College, to attend a Maths class and try to gain my L2.
Reliability		
Following instructions		
Flexibility		

Resilience		
Presentation		
Understanding		

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