

## Do you have skills?

You can get recognition for skills used while outside of a workplace, such as volunteering for a community or sporting group. Tick the boxes below you feel comfortable with, whatever you think each one means to you, and we can discuss and we can discuss the example workplace activities for each skill.

You must select at least the 5 things you do best (whatever your skill level), at least 5 things you are OK at, and at least the 5 things you don't feel comfortable at all with are your worst. You can tick more than 5 Best, OK or worst skills, but must at least 5 (15 checks in total). The rest you can leave blanks if you want to discuss them or are not sure.

Best OK Worst	Section 1 - Navigate the World of Work
<b>Manage career and work life</b>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Identifying work options
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Gaining work
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Developing relevant skills and knowledge
<b>Work with roles, rights and protocols</b>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Working within roles and responsibilities
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Operating within legal rights responsibilities
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Recognising and responding to protocols
<b>Section 2 - Interact with others</b>	
<b>Communicate for work</b>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Recognizing communication systems, practice and protocols
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Speaking and listening
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Understanding, interpreting and acting
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Getting the message across
<b>Connect and work with others</b>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Understanding yourself
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Building rapport
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Cooperate and collaborating
<b>Recognise and utilise diverse perspectives</b>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Recognising different perspectives
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Responding to and utilising diverse perspectives
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Managing conflict

Best OK Worst	Section 3 - Get the work done, grouped in project management process
<ol style="list-style-type: none"> <li>Plan and organise</li> <li>Make decisions</li> <li>Identify and solve problems</li> <li>Create and innovate</li> <li>Work in a digital world</li> </ol>	
<b>Identifying Processes</b>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Planning and organising workload and commitments (1)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Identifying problems (3)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Generating ideas (4)
<b>Analysing Processes</b>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Establishing decision making scope (2)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Applying decision-making processes (2)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Recognising opportunities to develop and apply new ideas (4)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Accessing, organising and presenting information (5)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Selecting ideas for implementation (4)
<b>Implementation Processes</b>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Planning and implementing tasks (1)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Using digitally based technologies and systems (5)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Connecting with others (5)
<b>Monitoring and Controlling Processes</b>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Applying problem-solving processes (3)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Managing risk (5)
<b>Review Processes</b>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Reviewing impact (2)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Reviewing outcomes (3)