

Communication Skills	I do this well now	I need to do this better	This one is really important to me
<p>I am a good listener and understand what people need. For Example <i>People come to me for information and support; I listen and discuss issues with family, friends and work mates. I can follow instructions</i> My example</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>I can speak clearly and get my point across without conflict. For Example <i>I use the phone regularly at work or at home to get and pass on information, I give instructions to people. I give presentations in class</i> My example</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>I write at work or home or in class. For Example <i>Letters, lists, emails, reports, notes.</i> My example</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>I read for work or pleasure. For Example <i>Books, newspapers, magazines, manuals, emails, report.</i> My example</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>I use maths at work or home. For Example <i>Household budgets, measuring in cooking, gardening, building, craft.</i> My example</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Adapted from the Employability Skills Learner Resource

Teamwork	I do this well now	I need to do this better	This one is really important to me
<p>I have worked as part of a team for leisure or work. For Example <i>Working community group, scouts, guides, land care, volunteer, work team, school and club committees, student organisation.</i> My example</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>I have been a member of a team. For Example <i>Team member, social organiser, secretary, president, coach, mentor, treasurer, publicity officer, leader.</i> My example</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>I work well with people of different ages, genders, race, religion or political opinions, people with disabilities. For Example <i>Volunteer in aged care home or school, or youth group, friends or work mates from a different culture or religion.</i> My example</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Problem Solving	I do this well now	I need to do this better	This one is really important to me
<p>I can identify when there is a problem and use different ways to get good results. For Example <i>Machine breaks down, losing a job, increase in living costs, car breaks down, arguments at work or home.</i> My example</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<p>I have worked effectively with others to solve problems.</p> <p>For Example</p> <p><i>Raising more funds to send a team away, purchase equipment for a club, finding new premises for a group, team members not available, working with friends.</i></p> <p>My example</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Initiative and Enterprise	I do this well now	I need to do this better	This one is really important to me
<p>I have had an innovative new idea and put it into action.</p> <p>For Example</p> <p><i>Made a product and sold it at a market, modified recipes or patterns, invented a product or a new way to do something, created a computer game or web page, started a small business.</i></p> <p>My example</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>I have been able to adapt to new situations.</p> <p>For Example</p> <p><i>Migration, starting a new job, moving to a new town or state, becoming a parent or step-parent, becoming a student, coping with a health problem or disability for myself or family member, becoming a carer.</i></p> <p>My example</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Planning and Organising Skills	I do this well now	I need to do this better	This one is really important to me
<p>I am punctual and get to appointments on time</p> <p>For Example</p> <p><i>Work, school, meetings, social and sporting activities.</i></p> <p>My example</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<p>I organise my time so I can fit in all the things I need to do.</p> <p>For Example Plan ahead, keep a diary, 'to-do' list, choosing tasks in order of importance</p> <p>My example</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>I have collected the information needed to plan and organise an event.</p> <p>For Example Going on a holiday, planning a party, wedding, home renovations, organising a trip or excursion, reunion, fundraising.</p> <p>My example</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>I know how I can improve on organising an event for the next time.</p> <p>For Example Make suggestions.</p> <p>My example</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Self-management	I do this well now	I need to do this better	This one is really important to me
<p>In the past I have had a goal, made a plan and followed it through.</p> <p>For Example Organised finance and met my financial responsibilities for buying a car, house, holiday, computer etc, moved out of home and organised housing, got a drivers licence, undertook a fitness or weight loss program, completed a course.</p> <p>My example</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>I know my own strengths and weaknesses and what I need to improve.</p> <p>For Example Reading, writing, maths, speaking in front of others, managing my anger, confidence, motivation, coping with change.</p> <p>My example</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Learning	I do this well now	I need to do this better	This one is really important to me
<p>I have learnt to do new things in different ways.</p> <p>For Example</p> <p><i>By going to a course or workshop, getting someone to teach me, from the Internet, from a book or TV, video, radio, talking with other people, by practising and experimenting.</i></p> <p>My example</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>I assist others in my family, work or community to learn.</p> <p>For Example</p> <p><i>Helping at a school, with homework, teach others to drive, help others with technology, teach craft, run classes, sharing skills at work, coaching a team.</i></p> <p>My example</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Technology	I do this well now	I need to do this better	This one is really important to me
<p>I use a computer at home or work</p> <p><i>For Example</i> Sending email, finding information on the Internet, writing documents, playing game.</p> <p><i>My example</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>I use other technology at home or work.</p> <p><i>For Example</i> Text messaging, PDA, ATM, Ipod, digital camera, GPS.</p> <p><i>My example</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>I have been willing to learn how to do new things with technology. In the past 12 months I have learnt how to ...</p> <p><i>For Example</i> Use a digital camera, use new software, program a DVD recorder, use new technology, send text messages.</p> <p><i>My example</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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