

Identifying Skills and Qualities

Checklist for educators and practitioners

Learning how to identify your own skills and personal qualities will help students to identify their future pathway more easily and ensure that the future decisions and choices they make will lead to successful outcomes.

Some useful skills definitions

Can learners...?

Communicate effectively

Listen to and follow instructions carefully; speak and explain their thoughts and ideas clearly and comprehensively. Can they write effectively and arrange their thoughts logically?

Work as a team (teamwork)

Work well with others towards a common goal, while working with minor supervision.

Plan and organise

Plan, organise and prioritise information.

Solve problems/find solutions/be creative

Problem-solve, think critically and creatively, process information, plan and create a vision, think outside the box and come up with suggested solutions.

Use their interpersonal abilities

Relate well to others and communicate effectively. This includes being culturally sensitive and able to form a rapport in a multicultural environment.

Use computers

Understand how to use computer software (word processing, e-mail, spreadsheets) and navigate the internet.

Show leadership and management

Leadership includes having self-confidence and a clear understanding of the task in hand. Being a leader and managing well inspires and motivates others – great for teamwork!

Some useful personal qualities definitions

Can learners...?

Show professionalism

Stick with challenges and commitment to tasks until they are complete. Do they know how to behave in different environments?

Display a positive attitude and energy

Have a 'can do' attitude.

Adapt and show flexibility

Work independently or as part of a team, multitask, adapt well to change (including new environments and hours) and show enthusiasm for new ways of working and ideas.

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