

# Skills for Learning Questionnaire



This questionnaire allows you to self-assess a range of skills to identify those that you may need to develop. It focuses on various skills needed for practice (e.g., communication, interpersonal, self-management and career management skills) and skills that assist in learning. Once skills needing development are identified you can create an action plan to gain those skills.

Complete this questionnaire by circling the appropriate numbers according to:

**A** How important you think it is that you should possess/acquire the following skills:

- |                      |                        |
|----------------------|------------------------|
| 6 very important     | 3 slightly unimportant |
| 5 important          | 2 unimportant          |
| 4 slightly important | 1 very unimportant     |

**B** The extent to which you think you already possess the following skills (i.e., your self-assessment of your present skill level):

- |                         |                         |
|-------------------------|-------------------------|
| 6 very good at this     | 3 slightly poor at this |
| 5 good at this          | 2 poor at this          |
| 4 slightly good at this | 1 very poor at this     |

**C** Write in the score for question A minus the score for question B

The highest scores here belong to skills with the biggest gaps between questions A and B. These are skills which you would need to develop because you think they're important but you don't think you're very good at them. From the whole questionnaire you could try identifying 3 or 4 skills you could most usefully develop at this stage of your career/development and then choose one of these to work on initially.

List of Skills	A Importance		-	B present skill level		=	C (A minus B)
	high	low		high	low		
<b>Communication skills</b>							
1 ORAL ability to communicate effectively and appropriately on a one-to-one basis	6	5 4 3 2 1	-	6	5 4 3 2 1	=	
2 ORAL PRESENTATIONS ability to present ideas orally to an audience; to discuss and argue a case	6	5 4 3 2 1	-	6	5 4 3 2 1	=	
3 LISTENING willing and able to hear and actively comprehend verbal messages without undue blocking through, for e.g., prejudice or assumptions	6	5 4 3 2 1	-	6	5 4 3 2 1	=	
4 WRITTEN well constructed and grammatically accurate reports - the right style for the right occasion	6	5 4 3 2 1	-	6	5 4 3 2 1	=	
5 READING ability to absorb written material sufficiently rapidly and at a level of accuracy and completeness appropriate to the need	6	5 4 3 2 1	-	6	5 4 3 2 1	=	

List of Skills	A					-	B					C (A minus B)		
	Importance						present skill level							
	high				low		high				low			
6 VISUAL represent in drawn or diagrammatic form, use of visual aids	6	5	4	3	2	1	-	6	5	4	3	2	1	=
7 NUMERACY sufficient ability to manipulate numbers in those contexts in which you might expect to participate	6	5	4	3	2	1	-	6	5	4	3	2	1	=
8 INFORMATION SKILLS ability to seek, store, retrieve, synthesize, use and present information in a manner appropriate to the objectives you are pursuing	6	5	4	3	2	1	-	6	5	4	3	2	1	=
9 COMPUTER LITERACY ability to use computer applications (e.g., word processing, databases, spreadsheets) appropriate to the vocational direction you are pursuing	6	5	4	3	2	1	-	6	5	4	3	2	1	=
10 FOREIGN LANGUAGES speak and understand a foreign language	6	5	4	3	2	1	-	6	5	4	3	2	1	=

### Interpersonal Skills

11 SOCIAL COMPETENCE ability to relate to others; socially at ease with people from a variety of backgrounds	6	5	4	3	2	1	-	6	5	4	3	2	1	=
12 ASSERTIVENESS know what you want and be able to negotiate for it in a way which is assertive rather than aggressive	6	5	4	3	2	1	-	6	5	4	3	2	1	=
13 GROUP/TEAMWORK Ability to co-operate with others and make a variety of contribution (e.g., ideas organisation) in a joint venture	6	5	4	3	2	1	-	6	5	4	3	2	1	=
14 LEADERSHIP ability to manage, guide, facilitate a group or activity so as to maximise its success and the contribution of participants	6	5	4	3	2	1	-	6	5	4	3	2	1	=

### Intellectual Skills

15 USE OF CREATIVITY ability to use your imagination and creativity fully in order to innovate, develop ideas to carry out plans	6	5	4	3	2	1	-	6	5	4	3	2	1	=
16 CRITICAL/ANALYTICAL THINKING ability to consider issues from a range	6	5	4	3	2	1	-	6	5	4	3	2	1	=
17 PROBLEM-SOLVING ability to confront obstacles in pursuing an objective and arrive at positive ways of overcoming them	6	5	4	3	2	1	-	6	5	4	3	2	1	=

List of Skills	A					-	B					C (A minus B)	
	Importance						present skill level						
	high	low				high	low						
18 Other similar skills. Specify:													
<input type="text"/>	6	5	4	3	2	1	6	5	4	3	2	1	=

### Self-Management Skills

19 SELF-ASSESSMENT ability to evaluate your own strengths, weaknesses, progress and future learning objectives

6 5 4 3 2 1 - 6 5 4 3 2 1 =

20 SELF-CONFIDENCE trust in your own worth and ability sufficient to enable you to make a full contribution

6 5 4 3 2 1 - 6 5 4 3 2 1 =

21 SELF-PRESENTATION ability to demonstrate in an appropriate manner, in oral, written and physical form, the qualities you possess

6 5 4 3 2 1 - 6 5 4 3 2 1 =

22 RESPONSIBILITY ability to act or decide on your own, without supervision

6 5 4 3 2 1 - 6 5 4 3 2 1 =

23 SELF-DISCIPLINE ability to manage yourself in reaching goals and carrying out tasks

6 5 4 3 2 1 - 6 5 4 3 2 1 =

24 PROACTIVE APPROACH ability to initiate activities without needing prompting from others

6 5 4 3 2 1 - 6 5 4 3 2 1 =

25 CHANGE willing and able to manage change. Comfortable with facing new situations.

6 5 4 3 2 1 - 6 5 4 3 2 1 =

26 Other similar skills. Specify:

6 5 4 3 2 1 - 6 5 4 3 2 1 =

### Learning Skills

27 ACTIVE LEARNING willingness to take an active role and take responsibility for your own learning

6 5 4 3 2 1 - 6 5 4 3 2 1 =

28 LEARNING DIAGNOSIS ability to diagnose what you know and what you don't know

6 5 4 3 2 1 - 6 5 4 3 2 1 =

29 LEARNING PLANNING ability to plan learning and to set targets

6 5 4 3 2 1 - 6 5 4 3 2 1 =

List of Skills	A						-	B						C (A minus B)
	Importance							present skill level						
	high					low	high					low		
30 LEARNING RESOURCES ability to identify resources for learning (people, books, software, etc.)	6	5	4	3	2	1	-	6	5	4	3	2	1	=
31 LEARNING REFLECTION ability to reflect on learning	6	5	4	3	2	1	-	6	5	4	3	2	1	=
32 Other similar skills. Specify:							-							=

**Management and career development skills**

33 CAREER/EMPLOYMENT AWARENESS ability to identify a range of options open to you in work and in community life and have a realistic sense of what qualities they might require	6	5	4	3	2	1	-	6	5	4	3	2	1	=
34 DECISION MAKING ability to weigh alternative approaches and make a commitment to and carry out a selected option	6	5	4	3	2	1	-	6	5	4	3	2	1	=
35 MANAGEMENT OF PEOPLE assessing contribution and utilizing potential of others, delegation	6	5	4	3	2	1	-	6	5	4	3	2	1	=
36 ORGANIZATIONAL SKILLS ability to make and carry through an action plan with others to achieve a given objective	6	5	4	3	2	1	-	6	5	4	3	2	1	=
37 BREADTH OF VISION recognition of opportunities; ability to perceive the possibility of future developments	6	5	4	3	2	1	-	6	5	4	3	2	1	=
38 IMPLICATIONS OF DECISIONS appreciate of financial, design, resource and other implications of decisions/activities	6	5	4	3	2	1	-	6	5	4	3	2	1	=
39 Other similar skills. Specify:							-							=