

My current skills

Recording progress

These are the skills employers in Hertfordshire say are important in young people. How highly do you rate yourself on these skills? Shade or colour the chevrons up to the level you think you reach, then complete the questions on the second page.

Personal and people skills					
Motivation and ambition Participate Be enthusiastic Achieve	Confidence Meet and speak to new people Recognise your own strengths	Respect and good manners Listen and learn Consider others Be polite Remain calm	Determination and resilience Get things done Learn from mistakes Adapt to changes	Adaptability Be flexible Apply knowledge in different situations	Teamwork Cooperate Recognise skills of and contributions from others
Technical and practical skills					
Numeracy Understand and apply simple arithmetic and mathematical concepts Understand costs	Literacy Express yourself verbally and in writing Understand business etiquette	Business and customer awareness Understand how business works Communicate professionally Manage your time	Analytical and problem solving Investigate and identify problems Look for solutions Plan and organise	Digital Technology Basic knowledge of IT Understand developments for business	Qualifications Achieve qualifications valued by employers

Which are your best skills?

How have you demonstrated them?

Hint

Think about what you have done during your lessons, during activities and outside of school.

Which skills do you need to improve?

How will you develop these skills in the future?

Hint

Think about what you may learn in future lessons. Can you do any personal development activities in or outside of school? Are you doing work experience or attending a careers fair?

Your name:

Date:

Keep this sheet safe so that you can update it as you develop and improve your skills

