

THE GRAMMAR SCHOOL

SKILLS PORTFOLIO

Name: _____ Class: _____

Introduction:

Universities and employers look for transferable skills. You may have developed the skills in any area of your life; work experience, school work, coursework, projects, hobbies or sport.

Read the skills in the boxes below. Make notes of the skills you have already acquired and then fill in examples during the academic year.

SKILL	DETAILS	EXAMPLES
Communication skills	<ul style="list-style-type: none">• written and oral• ability to get your point across	
Problem solving skills	<ul style="list-style-type: none">• ability to break down a problem into small elements• work out a solution	
Team working skills	<ul style="list-style-type: none">• ability to work with a group of people• recognizing the strengths of others• producing a better result than working as individuals	

Leadership skills	<ul style="list-style-type: none"> • being able to work with a group of people and encourage them to work together to achieve a goal • identifying the goal for the team and persuading them to commit to it 	
Innovation and creativity	<ul style="list-style-type: none"> • coming up with new ways of doing things 	
Interpersonal skills	<ul style="list-style-type: none"> • the ability to get on well with other people • show respect • listen carefully • interact with a range of people and age groups 	
Organisational and planning skills	<ul style="list-style-type: none"> • being well organised • thinking ahead 	
Time management	<ul style="list-style-type: none"> • being able to prioritise • ability to give appropriate time to tasks 	

Attention to detail	<ul style="list-style-type: none">• paying attention to the details and tasks that form a bigger picture	
Flexibility	<ul style="list-style-type: none">• being willing to change the way or order in which you do things	
Self-motivation	<ul style="list-style-type: none">• being able to work on your own without being watched all the time	
Commitment	<ul style="list-style-type: none">• being dedicated to the organization of a task	
Reliability/dependability	<ul style="list-style-type: none">• linked to self-motivation and commitment• you can be counted on to achieve what you are asked to do systematically	

Willingness to learn	<ul style="list-style-type: none"> • always prepared to learn new things 	
IT skills	<ul style="list-style-type: none"> • computer literacy • mastering new software 	
Foreign language skills	<ul style="list-style-type: none"> • learning languages to assist in communication 	
Business awareness	<ul style="list-style-type: none"> • this can be gained from work experience of any kind • knowing why a business exists • what makes a business successful 	

NOTE:

Think of activities which could help you gain these skills:

- Clubs/Sports/Voluntary work in the community/Duke of Edinburgh Award/Scouts
- Work experience in an office, shop, family business etc
- Projects at school, group work, individual assignments, reading, documentaries