

1. Skills Audit Table

Skill	Summary	Confidence (1-5)	Example	Transferability	Needs Improvement
Customer service	I can identify customers wants and needs to provide the right services and products, to maximise customer satisfaction.	4- Confident	Working as a tour operator & face to face advertisement to customers.	Any customer faced, front line role such as receptionist, waitress and ride operator.	No
Leadership	I can identify peoples strengths to allocate them in the right position, split the work accordingly and effectively motivate the team.	4- Confident	NCS-(National Citizen Service) Leading a group of strangers in order to complete tasks and challenges (Appendix A, p2).	Any manager role such as a hotel manager, supervision roles and team work where contribution is needed.	No
Time management	I can use my free time to allocate needed work hours and find a balance between work and social life.	2- Not very confident	University assignments, having a lot of free time to allocate the needed work in to.	Any fast paced environment role such as Manager roles, chefs and cooks and transportation managers.	Yes

Sample Skills Audit For Personal Job

R Sandford



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