

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

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