Personal Skills Audit

Using the Personal Skills Audit below, indicate where you feel your skill level is for each quote.

	Strongly agree	Mostly agree	Neither agree nor disagree	Mostly disagree	Strongly disagree
Org	ganisation				
I like to make a plan and stick to it	×				
I am able to breakdown and categorise tasks to make them more manageable		×			
I like to write down tasks to ensure they are remembered				×	
I am self motivated		×			
I always finish tasks I start		×			
I like to have a clean and neat place to work	X				
I am able to easily locate items I need		×			
Prob	lem solving				
I am able to understand and evaluate problems	X				
I am able to adapt to change			×		
I do not get stressed when problems arise		×			
I am able to think quickly when problems arise		×			
I am able to find logical resolutions to problems		×	I		
I am able to make decisions quickly when under pressure			×		
I confident to take action when a decision is made		×			
I like to reflect on problems after the event to develop my decision-making skills				×	
Time r	nanagemen	t			
I am good at estimating how long tasks will take to complete	×				
I am able to prioritise tasks effectively	×				
I complete tasks based on their priority	×				
I plan before completing tasks to ensure I can complete them fully and quickly			×		
I am able to balance different tasks at once		×			
I always stick to deadlines	X				
I set deadlines for myself	×				
I am able to make a list and stick to it				x	
Com	munication				
I have experience communicating with a range of people	×				
I am able to express my views verbally	×				

Personal Skills Audit Guide

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Personal Skills Audit Guide:

U.S. Master Auditing Guide (Third Edition) D. Larry Crumbley, Rezaee Zabihollah, 2004-08 The field of taxation of employee and executive compensation is complex dynamic and ever changing CCH s U S Master Compensation Tax Guide unravels the complexity and explains in clear and concise language this critical area providing practical and comprehensive guidance The Guide covers the complicated compensation tax topic in a comprehensive yet practical straightforward fashion that readers value and appreciate The Internal Auditing Handbook K. H. Spencer Pickett, 2010-09-07 The first edition of The Internal Auditing Handbook received wide acclaim from readers and became established as one of the definitive publications on internal auditing The second edition was released soon after to reflect the rapid progress of the internal audit profession There have been a number of significant changes in the practice of internal auditing since publication of the second edition and this revised third edition reflects those changes The third edition of The Internal Auditing Handbook retains all the detailed material that formed the basis of the second edition and has been updated to reflect the Institute of Internal Auditor's IIA International Standards for the Professional Practice of Internal Auditing Each chapter has a section on new developments to reflect changes that have occurred over the last few years The key role of auditors in reviewing corporate governance and risk management is discussed in conjunction with the elevation of the status of the chief audit executive and heightened expectations from boards and audit committees Another new feature is a series of multi choice questions that have been developed and included at the end of each chapter This edition of The Internal Auditing Handbook will prove to be an indispensable reference for both new and experienced auditors as well as business managers members of audit committees control and compliance teams and all those who may have an interest in promoting corporate governance

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engineering in particular Skills Development for Business and Management Students Kevin Gallagher, 2013-02-21 Today s graduates are required to be well equipped in professional skills study skills and emotional competency This textbook is specifically written for business management students to help them identify and focus on the specific skills relevant to their area of study and future careers Teaching Adult Literacy: A Teacher Education Handbook Hughes, Nora, Schwab, Irene, 2010-02-01 Offers guidance on how to work with adult learners to develop literacy skills and includes case studies of real student experiences and practical suggestions for teaching planning and assessment **The Trainee Handbook** Robert Bor, Mary Watts, 2011-01-19 The Trainee Handbook is a supportive guide to the practical technical and administrative issues faced by trainees in counselling psychology and psychotherapy Chemical Process Technology O.P. Gupta, This book will be useful for degree diploma Curriculum of Engineering and for various associate membership examinations conducted by professional bodies like Institution of Engineers AMIE and Indian Institute of chemical Engineers AMIIChE etc Salient Features of This Book Subject matter has been presented in simple lucid easy to understand language Covers all the topics included in the syllabus of various engineering colleges Technical Institutes professional bodies examination papers

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