

Functional Skills Audit

My Key Skills

Functional skills are competencies that are transferable to many different work settings. Developing a list of your functional skills can help you focus on positions that fit your talents.

Step 1: Underline all of the skills that you have, and then circle the top 10 underlined skills you enjoy using the most.

Communication: Conveying & expressing Ideas	Organisation Management: Working one-on-one & in a group
Seeking new knowledge and ideas	Completing tasks & attaining goals
Writing & editing	Solving problems
Summarising & formatting information	Meeting deadlines & time management
Communicating verbally	Making decisions
Using active listening skills	Leading & supervising others
Facilitating discussion	Motivating others
Consulting with others to gain information	Resolving conflicts & mediating
Teaching and training others	Setting priorities
Promoting & selling products or ideas	Initiating new projects
Using different languages	Organising projects & activities
Interviewing & asking questions	Coordinating groups
Making presentations	Handling logistics
Negotiating & working in a team	Putting theory & ideas into practice
Thinking & reacting on the spot (under pressure)	Delegating, giving directions & assuming responsibility
Speaking & working with the public	Using strategy & planning long-term

Research & Investigation: Searching for specific knowledge	Design & Planning: Imagining the future & creating it
Analysing ideas & data	Anticipating problems & planning solutions
Completing research & investigations	Conceptualizing design
Reading for information & gathering data	Developing an overriding vision or idea
Interviewing for information	Designing programs
Thinking critically and evaluating	Thinking visually
Observing and formulating hypotheses	Creating visual or written compositions
Developing theories	Adapting quickly & using improvisation skills
Outlining research	Creating images, formats, or layouts of information
Calculating & comparing data	Brainstorming new ideas & anticipating consequences

Physical Activities: Using hands or tools to build	Human Service: Attending to the needs of others	Information Management: Analysing ideas and information
Making physical repairs	Using Interpersonal skills	Using math skills
Building & construction	Use intuition, coach, provide care	Organising & managing information
Inventing new equipment	Being sensitive to others' needs	Keeping records
Operating equipment & machinery	Being empathetic & understanding	Using logic in practical applications
Doing physical/manual labour	Counselling, supporting & coaching	Develop & streamline systems
Working & being outdoors	Advocating for others	Monitoring & noticing details

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Step 2: Using your 10 circled skills, complete the following worksheet. Give examples of when you've used each skill.

My top 10 skills		Example of when I've used this skill
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Functional Skills Audit - *Review*

My Key Skills: Know your strengths

Is there a relationship between your top 10 skills? What are the themes that have emerged?

Can you now choose your top 5 skills that you enjoy using?

1. _____

2. _____

3. _____

4. _____

5. _____

Why have you prioritised these skills?

What might this mean for you in terms of your career?
