New Breaks, New Horizons Document 1.5

**Skills Audit - examples**

These are some fictitious examples of a skills audit for different people to give you some ideas:

Bob has been out of work for some time. He employs 2 personal assistants and has volunteered at a local centre for stroke survivors. Here is a small section from his skills audit:

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| --- | --- | --- |
| **Strengths** | **Use at work** | **Examples/evidence** |
| Employing people | Managerial skills | Had to communicate with employees what tasks I needed them to do and to what standard |
| Employing people | Communicating with and motivating colleagues;  Managing performance | Explaining how specific tasks would aid my independence, praising good practice and correcting poor practice |
| Managing time | Ensuring most productive use of time | Organising my time at the volunteer centre to help visitors appropriately |
| Listening skills | Ability to get to the root of an issue | Listening to visitors at the Stroke centre to find out how we could best support them |

Kuljit was a practising lawyer before her increasing mental health challenges made this too difficult. She has been volunteering with CAB for a few months. Here is a sample from her skills audit:

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| --- | --- | --- |
| **Strengths** | **Use at work** | **Examples/evidence** |
| Experience in the legal field | Knowledge of family law | Able to advise divorcing parents on their options regarding child custody |
| Advocacy | Knowledge of social security systems | Helping claimants understand their entitlements and how to claim them |
| Advocacy | Communicating at all levels | Speaking to professionals on behalf of others |