

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:

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:

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