

# SKILLS AUDIT

NAME: \_\_\_\_\_

TEAM: \_\_\_\_\_

MENTOR: \_\_\_\_\_

Please complete the Channel Islands Student Business Challenge Skills Audit before your first meeting with your mentor. Against each Skill, give an (honest) assessment of your ability from 1-5 at the start of the Challenge. You will also be asked to complete the assessment at the end of the Challenge. **Add any further skills as you wish, include any skills that you don't have yet, but would like to develop.**

Ratings:      5 = Excellent          4 = Very Good          3 = Good          2 = Fair          1 = Poor

Skill	START OF CHALLENGE		END OF CHALLENGE	
	Ability Rating (1-5)	Action for Improvement	Ability Rating (1-5)	Action for Improvement
<b>Communication</b>	Written			
	Verbal			
	Presentation Skills			
	Listening			
<b>Interpersonal</b>	Teamwork			
	Leadership			
	Motivating Others			
<b>Organisational</b>	Time Management			
	Prioritising Tasks			
	Multi-Tasking			
<b>IT</b>	Software knowledge			
	Internet & Email			
	Social Media			
<b>Finance</b>	Understanding profitability			
	Recording costs and sales			
	Managing your Budget			
<b>Other</b>				