



## SKILLS AUDIT

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

Please complete the Channel Islands Student Business Challenge Skills Audit. 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.

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>					