

INDIVIDUAL WORKSHEET: SKILLS AUDIT

"The purpose of life is not to be happy. It is to be useful, to be honourable, to be compassionate, to have it make some difference that you have lived and lived well."

— Ralph Waldo Emerson.

Every individual wants to be useful, contribute and feel appreciated. This worksheet is a starting point to identify skills, areas of interest as well as any concerns an individual may have. This will then help identify potential jobs and current gaps in skill levels, plus highlight training and development opportunities. Example areas to consider include communication, marketing, analytical, planning and organisation skills. Practical skills include experience with office systems and computer programs, social media, financial record keeping, horsemanship, motorbikes, livestock handling experience, machinery operation and general record keeping.

1. Current skills and estimated competency level

2. Areas of interest within the business

3. Current concerns relating to performing tasks within the business