

Personal Skills Profile

You are going to think about personal skills and personality traits and how these skills will help you when you go to work.

From the following list of skills tick (✓) those you feel you possess. Use your dictionary to help you with vocabulary.

Personal Skills

Honest		Responsible	
Hard working		Decisive	
Friendly		Co-operative	
Patient		Assertive	
Polite/Courteous		Punctual	
Enthusiastic		Competitive	
Generous		Confident	
Sense of humour		Can work as part of a team	
Can work under pressure		Tolerant	
Tactful		Can use my initiative	
Methodical		Creative	
Perceptive		Thorough	

Other personal skills

List any other personal skills that you feel you possess that are not listed.

Interpersonal Skills (when we interact with other people)

Listening		Teaching	
Public speaking		Meeting strangers	
Organising		Explaining	
Sympathising/empathising		Directing /managing others	
Instructing		Negotiating	
Debating/arguing		Socialising	

Other interpersonal skills

List any other interpersonal skills that you feel you possess that are not listed.

Practical Skills

Writing		Reading	
Computers		Working with machinery	
Repairing things		Gardening/growing things	
Drawing/art		Cooking	
Looking after children		Looking after the elderly	
Driving		Sport/playing games	
Music/playing an instrument		Painting/decorating	
Building		Electrical work	
Sewing/dressmaking		D.I.Y	
Typing		Learning foreign languages	

List any other practical skills that you feel you possess that are not listed.
