

Uniformed Protective Services



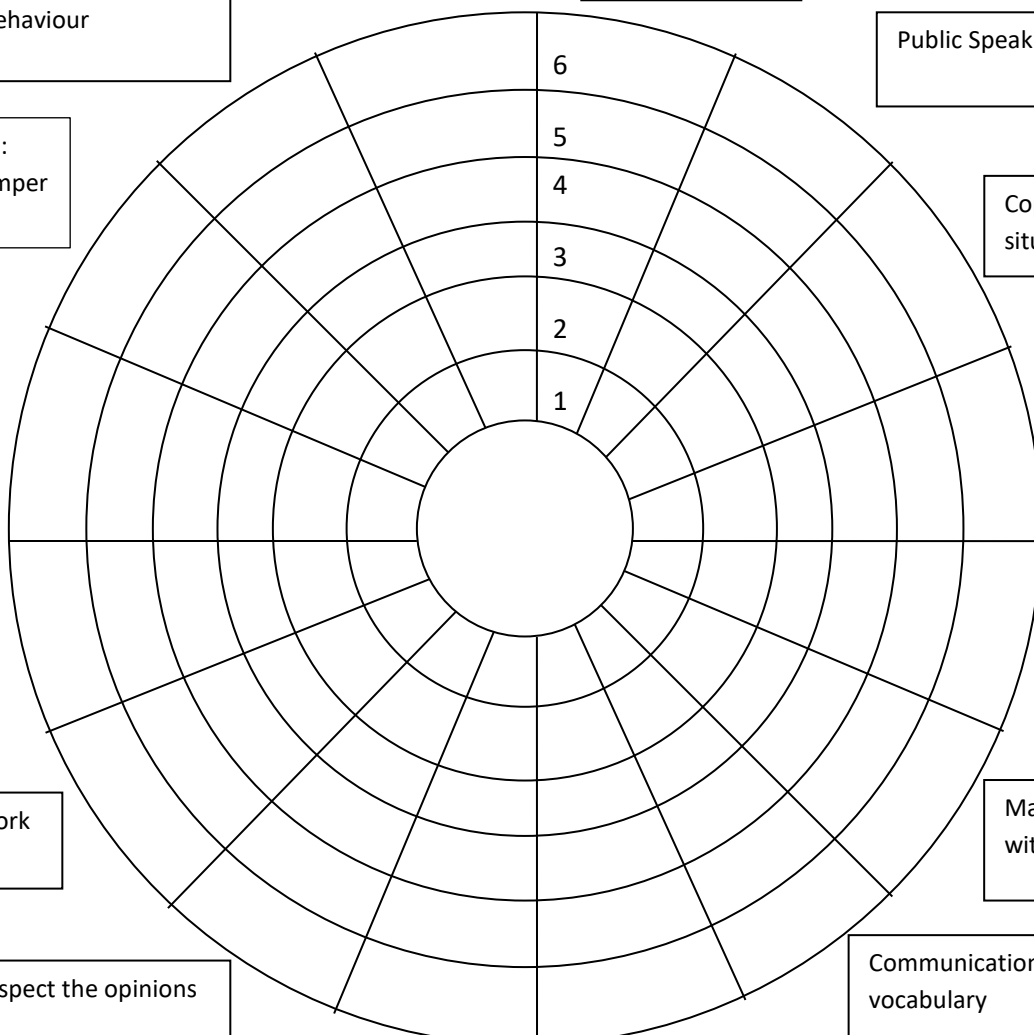
Personal Skills Audit:

Date: _____ Name: _____

My Personal Work Skills Audit	1	2	3	4	5	6
Confidence						
Public speaking						
Coping with new situations						
Making friends						
Talking to strangers						
Making eye contact with others						
Communication						
Vocabulary						
Clear speech						
Body language						
Respect for diversity						
Honesty and directness						
Teamwork						
Ability to work with others						
Ability to take orders						
Ability to listen and respond to others						
Respect for the opinions of others						
Ability to participate in discussions and offer suggestions						
Interpersonal skills						
Sensitivity to others						
Ability to cope with the distress of others						
Diplomacy						
Ability to be fair and impartial						
Able to read body language of others						
Conflict management						
Ability to keep your temper						
Ability to calm others						
Ability to resolve a situation without shouting or violence						
Confidence to step in to help others who are in conflict						
Ability to liaise with all different kinds of people						

Confidence	Communication	Teamwork	Inter personal skills	Conflict Management

On a scale of 1-6 (1 being low, 6 being high) colour in the appropriate segments below:



My ability to resolve a situation without shouting or using threatening behaviour

My ability to calm others

My Self-Confidence

Public Speaking

Coping with new situations

Making friends

Talking to new people

Making eye contact with others

Communication: My vocabulary

My respect for diversity

My ability to take part in discussions and offer suggestions

My ability to respect the opinions of others

My ability to work with others

My ability to read the body language of other people

Conflict Management: Ability to keep my temper

My Ability to be fair and impartial (not take sides)

6

5

4

3

2

1

Uniformed Protective Services

What are my strongest skills?	How can I use these to help my team work effectively...?
What skills to I need to develop further?	How could their development help my team to work more effectively?

Uniformed Protective Services



What are my Strengths	What are my Weaknesses
What opportunities do I have to improve these?	What things could be a threat (things that may stop you)