Meta-skills profiling tool

Purpose:
The purpose of this tool is to help you develop an awareness of meta-skills and how they relate to your role or project.

There are 3 steps to complete the tool:

1) Provide a description for each of the 12 skills, in your own words. What do they mean from your perspective? You may wish to discuss this with your teacher, peers or employer/mentor to help you do this.

2) Select one response from the 5 reflective statements that you think best applies to your work, or the project that you will work on.

3) Provide one or more "example situations" of when you use (or might use) the relevant meta-skills in your role at work, or within your project. You may wish to discuss this with your employer/mentor or assessor.

Name:

Date:

Meta-Skill	Respondent guidance: Please describe what each of the 12 meta-skills means to you, in your own words. 1 or 2 sentences maximum per entry.	Reflective Statements				
		I **never** make use of this skill in my role or project	I **rarely** make use of this skill in my role or project	From **time to time**, I make use of this skill in my role or project	I **regularly** make use of this skill in my role or project	I make use of this skill **on a daily basis** in my role or project
Self management: Manage the now						
Focussing						
Integrity						
Adapting						
Initiative						
Social Intelligence: Connect with the world						
Communicating						
Feeling						
Collaborating						
Leading						
Innovation: Create our own change						
Curiosity						
Creativity						
Sense-making						
Critical thinking						

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Meta-Skill	Example situations Can you give an example of when you use (or might use) this meta skill in carrying out your role at work, or within you project?
Self management: Manage the now	
Focussing	
Integrity	
Adapting	
Initiative	
Social Intelligence: Connect with the world	
Communicating	
Feeling	
Collaborating	
Leading	
Innovation: Create our own change	
Curiosity	
Creativity	
Sense-making	
Critical thinking	