Meta-skills self assessment tool

Purpose:
In the previous exercise, you profiled the 12 meta-skills, considering how they might appear in the process of completing your project. In this next exercise, you will conduct a self-assessment of these skills, to understand where you are currently, what strengths you think you have and where you might like to develop. This information will help you to produce your development plan in the next exercise.

To complete this exercise, you need to consider each meta-skill in relation to two factors and then select one of the 4 options for each skill.

1. How aware are you of the skill
Do you understand what it is, how you might use it and how it can help you to be more effective?

2. How confident are you to practice the skill
Are you comfortable practicing the skill at present, or are you unsure of how to use or demonstrate it in your work?

At the end of the exercise, you will need to select 2 to 4 skill to develop over the course of your project and provide reasons for your selections.

Name:

Date:

Self assessment categories for meta-skills
Select the category that best describes you at this point

Development areas | **Strengths**

Meta-Skill	Definitions please enter the definition you created in the previous exercise for reference.	I'm **not aware** of why this skill is important and am **not confident** to demonstrate it in my work or studies	I'm **aware** of why this skill is important, but am **not yet confident** to demonstrate it in my work or studies	I'm **aware** of why this skill is important and **have the confidence** to demonstrate it in my work or studies	I'm so **confident** in using this skill that **I do so without thinking about**, on a regular basis and in many different situations
Focussing *(Self management: Manage the now)*					
Integrity					
Adapting					
Initiative					
Communicating *(Social Intelligence: Connect with the world)*					
Feeling					
Collaborating					
Leading					
Curiosity *(Innovation: Create our own change)*					
Creativity					
Sense-making					
Critical thinking					

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Meta-Skill	Comments please provide comments to explain your self assessment. If you are aware of the skill and its value to your work, what can you say about this? If you are confident to practice the skill, can you provide examples of where you have done this previously? If you're not confident to practice is can you explain why?
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	

Strong skills to use

Skill 1:

Skill 2:

Skill 3:

Skill 4:

Development areas

Skill 1:

Skill 2:

Skill 3:

Skill 4: