My current skills

Starting point questionnaire

Hertfordshire
Local Enterprise Partnership

These are the skills employers in Hertfordshire say are important in young people. Please complete on a scale of 1-10 (where 10 is high), how highly you rate yourself on these skills.

Personal and people skills										
1. Motivation and ambition	1	2	3	4	5	6	7	8	9	10
Actively participate. Show enthusiasm and knowledge of the sector. Pursue your aspirations and goals.										

2. Confidence	1	2	3	4	5	6	7	8	9	10
Willing to meet new people. Able to hold conversations with peers, managers and customers. Recognise your own strengths and be able to present these.										

3. Respect and good manners	1	2	3	4	5	6	7	8	9	10
Listen and learn. Recognise the feelings of others. Be polite. Remain calm.										

4. Determination and resilience	1	2	3	4	5	6	7	8	9	10
Commitment to getting things done. Learn from mistakes and accept criticism. Resist distractions. Adapt to changes.										

5. Adaptability	1	2	3	4	5	6	7	8	9	10
Flexible to cope with changing demands. Able to apply knowledge to different situations.										

6. Teamwork	1	2	3	4	5	6	7	8	9	10
Cooperate with others. Recognise skills in others. Value contribution from others.										

Technical and practical skills										
7. Numeracy	1	2	3	4	5	6	7	8	9	10
Apply simple mathematical concepts. Understand simple arithmetic. Understand costs and expenditure.										

8. Literacy	1	2	3	4	5	6	7	8	9	10
Able to express yourself in writing. Understanding of business etiquette verbally and in writing. Able to explain yourself verbally										

9. Business and customer awareness	1	2	3	4	5	6	7	8	9	10
Understand commercial realities. Able to communicate professionally with customers. Manage your time effectively										

10. Analytical and problem-solving skills	1	2	3	4	5	6	7	8	9	10
Investigate systematically. Identify problems. Look for better ways and suggest solutions. Plan and organise tasks										

11. Digital technology	1	2	3	4	5	6	7	8	9	10
Understand the development in technology for business. Basic knowledge of IT										

12. Qualifications	1	2	3	4	5	6	7	8	9	10
Achieve qualifications that are valued by employers.										

At the end of the year you will be asked to identify which skills you think you have developed through your experiences during the year.

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