

Skills Audit

This skills audit is designed to support you to step back, reflect and take action to improve your skills as a leader.

Everybody can be a leader. Leadership is not about a specific role, instead it's about how you use your power, connections and voice to make change with others.

Before you begin

Get comfy, grab a drink and settle in for some reflection 🍵 Start by picking an activity, role or responsibility you would like to reflect on.

Remember your reflection, skills and actions may look different for each activity you engage with.

Start on pages 2 and 3 reflecting on your mindset. Then move to pages 4 to 8 to audit your skills.

Ready? Start here

In order to develop your skills as a leader you need:



Motivation

This is your passion and purpose. All motivations are valid, but it's important to be connected to yours.

Why do you want to be involved in this activity?

How does what motivates you in other areas of your life relate to this activity?





A Growth Mindset

Your growth mindset is your openness to try new things, and your willingness to fail. It's about seeing situations as learning opportunities.

What is something new you would like to try through this activity? 

How does trying new things make you feel?



Curiosity

You need a curiosity to learn about others and yourself. This includes a willingness to reflect on where you are and what you're looking for.

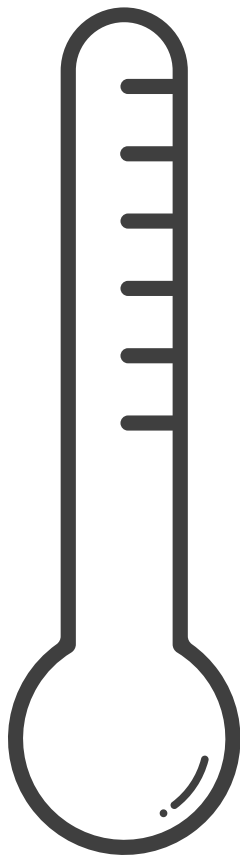
What is one question you have about this activity? 

And how can you find your answer?

How to complete this audit

This skills audit can be completed at the start, during and after your experience.

For each skill area review the questions and reflect on your confidence level, using evidence to back up your self assessment where possible.



Hot - you know you have this skill and you're confident in your ability to apply it in a wide range of situations


Warm - this is something you do sometimes, or would be willing to do

Cold - this might be something you've never tried before, or you have tried and don't feel like you have the skills, energy or motivation to do again

As you complete the audit, be sure to pull out actions to support you to build skills in the areas you currently feel less confident in. **Why not share these actions with a friend to hold you accountable?**


Skill 1: Collaboration



Do you support others when challenges arise? 


Support can be personal or practical, but it looks like understanding and meeting an individual's needs within the scope of your own boundaries, needs and responsibilities.



Do you make an effort to make others feel included? 


Feeling included may mean feeling able to bring your whole self to a space, and knowing that your uniqueness is appreciated.



Are you a positive role model to other people? 

Role models demonstrate the approach and skills expected of others. They do this naturally and without judgement.



Are you able to effectively delegate tasks to others? 

Effectively delegating means you communicate the task clearly; team members are motivated to complete the task; and a positive outcome is achieved!

Skill 2: Communication



Do you motivate others to get involved and take action?

Motivation requires clear, concise communication and listening skills. You need to understand someone's perspective, celebrate their achievements and encourage action.



Do you find it easy to connect with other people?

To connect you need excellent listening skills. When talking to others you demonstrate you are listening, ask meaningful questions and share your own experience when appropriate.



Are you an influential negotiator?

An influential negotiator has the skills to support others to learn about their point of view. They are able to stand their ground, whilst compassionately understanding others' perspectives.



Are you confident presenting information?

Confident presenters have the verbal communication skills to adapt and deliver a message to different audience groups, in a way that really resonates with them.

Skill 3: Self Awareness



Do you regularly take time to reflect?

You create space to regularly reflect on progress against goals, your strengths and more. You collect feedback from others to feed into this reflection practice.



Do you consistently take time to support your needs?

You always make time to practice the habits and routines that make you feel good. You understand your conditions for success, and the things that make you feel well.



Are you courageous in the face of uncertainty?

Courage doesn't mean acting without worry, but it means understanding your concerns and overcoming them to still take risks and make progress.



Are you confident sharing your point of view?

Confidence in your point of view looks like feeling calm, secure and stable when it comes to sharing thoughts with others. This includes giving others the space to share too.

Skill 4: Problem Solving



Do you think creatively in the face of challenges?

Creative thinkers are able to generate new ideas, individually and as part of a team. You view challenges as an opportunity and you are excited to innovate and try new things.



Are you able to step back and think strategically?

Strategic thinkers are able to step away from the day-to-day and think about all of the information available to them. They seek to understand the systems they are operating within.



Do you take an organised approach to projects?

You love creating plans, collaboratively and independently, and using them to achieve success. You meet deadlines, adapt when needed and have a high attention to detail.




Are you a confident decision maker?


You are able to weigh up options and make decisions in a timely, confident manner.

Actions

Now you have completed your audit it's time to set some goals. Ask yourself:

Which three areas do you want to develop in? 

What actions can you take this week, this month and this year to move towards your goal? 

How can you make your actions and goals SMART: specific, measurable, achievable, relevant, and time-bound? 

Remember to use the 'building my skills as a student leader workbook' to skill up across all areas of this framework.



Student Hubs is a registered charity in England and Wales, no. 1122328.

This resource was collated by Sophie Payne, with support from Simran Dhanjal-Field and Fiona Walsh McDonnell.

With special thanks to contributions from the Student Hubs network.

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