

Sample

Personal skills audit

| You can use this template for testing your personal skills.

| Terms of usage: You can use this template for free if you refer to TRESS & TRESS GbR as its original source. The template is available for download at www.tress-tress.com/support .

| We wish you good luck with your PhD project and no stress at all!

| TRESS & TRESS GbR, Munich, Germany

| Version: June 2010



1. Research	
Methodological: Understanding & application of relevant methodologies	yes/no
What evidence can you give?	
How to develop?/Comments	
Analytical: Numerical skills, data collection, manipulation, interpretation	yes/no
What evidence can you give?	
How to develop?/Comments	
Record keeping: Keep accurate and comprehensive records in systematic way	yes/no
What evidence can you give?	
How to develop?/Comments	
Technical, discipline related skills: Awareness of discipline-specific re-search practices and their application	yes/no

1. Research	
What evidence can you give?	
How to develop?/Comments	

2. Communication	
Teaching: Develop curricula, teaching courses, marking, taking exams,	yes/no
What evidence can you give?	
How to develop?/Comments	
Supervision: Oversee student development, establish and control work schedules	yes/no
What evidence can you give?	
How to develop?/Comments	

2. Communication	
Academic: Publish papers, writing reports, project plans, giving conference talks	yes/no
What evidence can you give?	
How to develop?/Comments	
Non-academic: Ability to communicate to lay audiences and media	yes/no
What evidence can you give?	
How to develop?/Comments	

3. Administrative	
Time management: Plan working day, meeting deadlines, being efficient	yes/no
What evidence can you give?	
How to develop?/Comments	

3. Administrative	
Project management: Planning & structuring larger projects	yes/no
What evidence can you give?	
How to develop?/Comments	
Organising: Meetings, events, conferences, visit days, etc.	yes/no
What evidence can you give?	
How to develop?/Comments	
IT: Using word processing, statistics, spreadsheet software	yes/no
What evidence can you give?	
How to develop?/Comments	
Business awareness: Financial budgeting, fund-raising, contract negotiation	yes/no



3. Administrative

What evidence can you give?

How to develop?/Comments

4. Interpersonal

Counselling: Supporting, facilitating, listening

yes/no

What evidence can you give?

How to develop?/Comments

Negotiating: Preparing grant applications, negotiating contracts

yes/no

What evidence can you give?

How to develop?/Comments

Teamwork: Collaborating with fellow researchers towards common goal

yes/no

What evidence can you give?

4. Interpersonal	
How to develop?/Comments	
Debating: Articulating ideas, giving and receiving feedback, defending position	yes/no
What evidence can you give?	
How to develop?/Comments	

5. Personal	
Perseverance: Capacity for hard work with difficulties	yes/no
What evidence can you give?	
How to develop?/Comments	
Resilience: Ability to maintain commitment despite future uncertainty	yes/no
What evidence can you give?	

5. Personal	
How to develop?/Comments	
Adaptability: Working in new environments	yes/no
What evidence can you give?	
How to develop?/Comments	
Self motivation: Following project throughout, overcoming difficulties	yes/no
What evidence can you give?	
How to develop?/Comments	
Learning: Ability to learn quickly, grasping new concepts	yes/no
What evidence can you give?	
How to develop?/Comments	



6. Other	
Skill:	yes/no
What evidence can you give?	
How to develop?/Comments	
Skill:	yes/no
What evidence can you give?	
How to develop?/Comments	
Skill:	yes/no
What evidence can you give?	
How to develop?/Comments	
Skill:	yes/no



6. Other
What evidence can you give?
How to develop?/Comments

For further information and questions, please contact:

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