



# SKILLS SUMMARY

The easy way to track and  
develop your life skills



# Welcome to Skills Summary

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## What is Skills Summary?

Skills Summary provides an easy way to track and develop your life skills. Skills Summary helps you explore, test, and develop up to 12 core skills.

## All about your life skills!

Life skills are people skills and personal qualities that everyone of us have. Even if we sometimes don't realise it. We pick them up at home, at our youth club, playing sports and in loads of other places. Skills Summary helps you identify your key areas of strength!

## Skills Summary supports your job applications

Where do your strengths lie? What experiences do you have? Skills Summary is an easy way to capture your skills and talk about them in a way that looks great to a potential employer. Skills summary helps you identify these strengths and write or talk about them. You can learn how to present your life skills for an outstanding CV and prepare for a job interview.

## How to use Skills Summary

With Skills Summary you can learn about a range of life skills. When you find skills that sound like you, you can answer simple multiple-choice questions to help you understand and use these skills. You can come up with great examples of when you used them, and you can even ask people to endorse you.

Count your score after each level:

- Do you have 16 or more? This indicates you have all the qualities needed for this skill. Go to the next level.
- Do you have less than 16? This indicates this is an area which you still need more experience and learning in. Take action and make a plan how to further develop your skill. Your youth worker can support you with this. You can return and update your answers in the future if and when you are ready.
- For your overview: add all finished levels to your Skills Summary Page at the end of this document.

## Don't forget!

Skills Summary is a self-assessment tool. There is no right or wrong. It is all about your strength and experience.

## Try it out for yourself and start your journey to developing your life skills with Skills Summary!

# Summary

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<b>About Me</b>	<b>05</b>
<b>The 12 skills of Skills Summary</b>	<b>06</b>
<b>Communication Skills</b>	<b>07</b>
Questionnaires – Level: 1, 2 & 3	08
Experience Page	11
<b>Interpersonal Skills</b>	<b>12</b>
Questionnaires – Level: 1, 2 & 3	13
Experience Page	16
<b>Teamwork Skills</b>	<b>17</b>
Questionnaires – Level: 1, 2 & 3	18
Experience Page	21
<b>Decision Making Skills</b>	<b>22</b>
Questionnaires – Level: 1, 2 & 3	23
Experience Page	26
<b>Problem Solving Skills</b>	<b>27</b>
Questionnaires – Level: 1, 2 & 3	28
Experience Page	31
<b>Organisation Skills</b>	<b>32</b>
Questionnaires – Level: 1, 2 & 3	33
Experience Page	36
<b>Adaptability Skills</b>	<b>37</b>
Questionnaires – Level: 1, 2 & 3	38
Experience Page	41

<b>Leadership Skills</b>	<b>42</b>
Questionnaires – Level: 1, 2 & 3	43
Experience Page	46
<b>Entrepreneurship Skills</b>	<b>47</b>
Questionnaires – Level: 1, 2 & 3	48
Experience Page	51
<b>Drive &amp; Resilience</b>	<b>52</b>
Questionnaires – Level: 1, 2 & 3	53
Experience Page	56
<b>Ethics &amp; Integrity Skills</b>	<b>57</b>
Questionnaires – Level: 1, 2 & 3	58
Experience Page	61
<b>IT Skills</b>	<b>62</b>
Questionnaires – Level: 1, 2 & 3	63
Experience Page	66
<b>My Skills Summary Page</b>	<b>67</b>

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# Skills Summary

12 SKILLS





## Do you enjoy debating, drama or blogging?

Communication is all about getting information across. This information can be anything from messages and observations to thoughts, feelings or emotions which can be put across to other people by speaking, writing or non-verbal gestures, like body language.

We can also use signs and symbols, like giving someone a gift. However, communication isn't a one-way street. Listening, paying attention and understanding are important too. Being able to really take on board what people are saying and change how you are communicating with them is an important skill to have. For example, if there's a language or knowledge barrier, a good communicator will find a way to overcome these obstacles. They will also listen well and talk to people in a confident way, without being aggressive or overbearing.



### Some examples of good communication skills:

- Listening and adapting to others' needs
- Taking on board what others are saying
- Overcoming communications obstacles
- Speaking confidently without being aggressive

➡ When you're ready to begin, turn the page!



# Skills Summary

## Communication Skills Questionnaire – Level: 1

### I easily follow written and spoken instructions

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

#### Example:

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I successfully set up a Skills Summary Account.

### I am clear and easy to understand when communicating with others.

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

#### Example:

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After giving clear instructions to my group, they knew how to set up the room for the meeting.

### I actively listen to others so that I can understand their perspectives and points of view.

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

#### Example:

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I was open to other people's opinion on the value of homework in secondary school.

### I communicate and respond to requests in a timely, appropriate manner.

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

#### Example:

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When my youth leader asks me to come down early and help set up for the children's disco I let them know if I am available and what needs to be done.

SCORE:





# Skills Summary



## Communication Skills Questionnaire – Level: 2

**I remain calm when addressing confusing/difficult questions.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I am assertive with my views and can persuade others to share my opinions when necessary.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**When organising group events I make sure to share the results with others afterwards.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I often anticipate reactions or questions beforehand and adapt the way I communicate accordingly.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

I don't get flustered when I don't know the answer to a question. I keep my cool and try to respond as best I can.

**Example:**

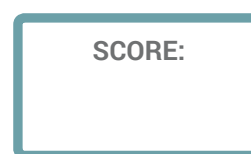
When I had an idea for where my group should go for a weekend trip I was able to explain why it was a good idea and encourage people to agree.

**Example:**

After I organised a charity event I made sure to keep everyone informed and I made a public announcement about how much money was raised.

**Example:**

When the security guard stopped me on the way into the concert I was able to answer questions and communicate in a calm and confident way.





## Skills Summary

### Communication Skills Questionnaire – Level: 3

**I regularly adapt my communication style for specific audiences (e.g.: non-english speakers).**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I communicate in a confident way without being aggressive.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I have presented complex topics under pressure on a number of occasions.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I have succeeded in influencing others and gaining their support for an idea on a number of occasions.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

I was able to slow down and speak clearly when I was with some people whose first language isn't English.

**Example:**

When I had to explain to the bus driver that I am a student and should not have to pay adult fare I was able to be clear and assertive without being aggressive.

**Example:**

When I had to give a presentation about my work placement experience I was able to manage my nerves, deal with the pressure and focus on the content.

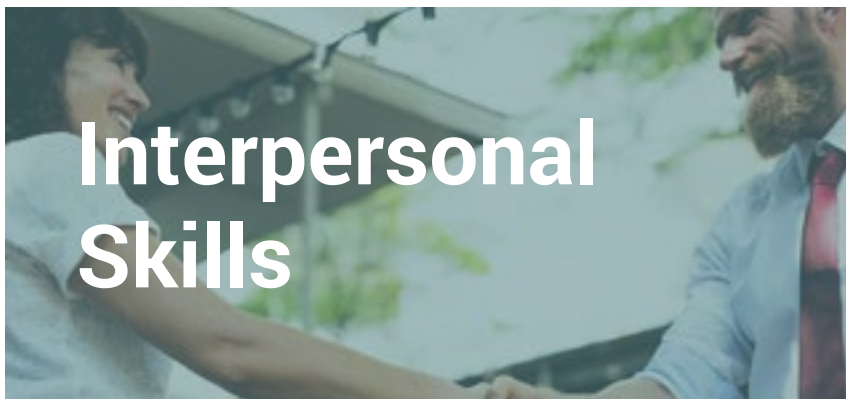
**Example:**

When I was the leader in charge of organising the charity concert I was able to successfully influence the team and use my experience to identify who should perform at the event.

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## Do you enjoy having positive relations with others?

We all use interpersonal skills every day when we talk and communicate with other people. Interpersonal skills involve being open minded and respectful to other people's views and opinions, even if they are different from your own. They also include recognising the differences between people and noticing someone's character.

Interpersonal skills let people come to an agreement or compromise around an issue in a respectful way, even if they have different opinions. Helping others around you to fit in and take part as well as staying upbeat and positive in difficult situations are all part of this skill as well.



### Having strong interpersonal skills means you can:

- Help build trust with others
- Handle stress or conflict
- Stay confident and calm as you do so

➡ When you're ready to begin, turn the page!

# Skills Summary



## Interpersonal Skills Questionnaire – Level: 1

**I have a good sense of awareness about different personality traits in others (quiet, extroverted etc).**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I can work well with different personality types.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I am respectful of other people's viewpoints, even if they differ from my own.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I can support someone else's opinions, even if they are different to my own, to ensure a positive result.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

When a new girl joined our group I noticed that she was shy so I tried to help her settle in.

**Example:**

I worked well with the other junior leaders even though their personalities were very different from mine.

**Example:**

Even though I don't agree with my classmate's view on giving the vote to sixteen year olds I still respect that she has the right to a different view.

**Example:**

While I don't think we should go to Wicklow for the weekend trip I will still support the majority opinion because the trip itself is what is most important.

SCORE:



## Skills Summary

### Interpersonal Skills Questionnaire – Level: 2

**When working with others , I am conscious of how different personality styles can affect others.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I am capable of building relationships with people from different backgrounds and with different expertise from myself.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I have set a positive example for others and remained motivated in difficult scenarios.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I always help others fit in and ensure everyone has the chance to participate in team activities.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

When I was involved in the drug awareness project I knew how important it was to be mindful of the different approaches and ideas that would come from the group.

**Example:**

When I volunteered in a homework club, I was aware that my behaviour affected those around me. When I was in a good mood, I could make others happy.

**Example:**

When my GAA team lost three games in a row, I did not let myself get annoyed because it would only bring my team's mood down further. Instead, I stayed positive and kept spirits high.

**Example:**

When helping out in the summer project I made sure that the children involved in the activities felt welcome and had a chance to enjoy themselves in a safe environment.

**SCORE:**



# Skills Summary



## Interpersonal Skills Questionnaire – Level: 3

**I have built good working relationships with the individuals and teams I interact with.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I have experience working effectively with a diverse group of people.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**When dealing with diverse teams, I try to encourage collaboration and a sense of unity.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I can communicate bad news in a sensitive and helpful way.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

I make an effort to interact and communicate with team members because I know how valuable it is to build good working relationships.

**Example:**

I was involved in organising successful school/community events where a diversity of nationalities and cultures were participating.

**Example:**

When the local politician was visiting our project I encouraged everyone to pull together and present the best example of ourselves.

**Example:**

When the youth exchange application was rejected I managed the explanation in a way that made it easier for people to handle the bad news while also focusing on how to be successful the next time.

SCORE:









# Are you involved in team sports, a club or take part in team activities at school or college?

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Teamwork is when a group of people work together towards the same goal. It happens in school, work, sports, music, and even in our day to day lives with our own friends and family. Teamwork makes a group stronger than the sum of its parts which leads to more creativity and better problem-solving. It also creates healthy competition and gives everyone a chance to improve their own individual skills.

Everyone in a team will have different roles, depending on their abilities and strengths. For a team to work well it needs trust, communication and good leadership. When a team work together, communicate well and pushes each other to be the best they can be everyone will benefit.



**Someone who encourages teamwork can:**

- Initiate more creativity & problem solving
- Give members a chance to improve their skills
- Give everyone an individual role to play
- Help improve communication and leadership

➡ When you're ready to begin, turn the page!

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# Skills Summary

## Teamwork Skills Questionnaire – Level: 1

**I develop positive relations with others and share information and knowledge when appropriate.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I understand my role in a team and make every effort to play my part.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I am happy to put in the effort personally to help achieve my team's goals.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I try to promote cooperation, unity and teamwork and I often give positive feedback to team members.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

When the date was set for the festival I informed the group and began the discussion about us participating.

**Example:**

When I was doing a 'bag pack' for a local charity fundraiser I understood the importance of packing the bags properly and being nice to the customers.

**Example:**

I stayed back after hours with the team to make sure the room was ready for the group who were coming in the next morning.

**Example:**

When things aren't going well for me and my teammates, I make sure spirits are kept high and that everyone knows their contributions are valued.

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# Skills Summary



## Teamwork Skills Questionnaire – Level: 2

**When working in a team I aim to encourage cooperation, unity and morale within a group.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I promote teamwork as a valuable way of achieving objectives.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I understand the benefits of getting different teams to work together to achieve a common goal.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I believe having people from different backgrounds on a team can make it stronger.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

I have organised for the team to go out for dinner together as a way of bonding as a group.

**Example:**

When I was mentoring a younger group, I always encouraged them to use teamwork to accomplish tasks.

**Example:**

When I organised a concert for a local charity I enlisted several other charities to help organise an even larger concert. With their support we were able to sell more tickets and raise more money.

**Example:**

When doing the public mural in our area I made sure that people from each estate were involved in the whole process so that we could all take pride in the finished product.

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# Skills Summary

## Teamwork Skills Questionnaire – Level: 3

**I have good experience in leading teams to successful outcomes.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I often support others to achieve a result and to overcome obstacles as they attempt to reach their goal or outcome.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I regularly resolve conflict between members in a team or group and feel confident in doing so.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I have worked with multiple teams to support or collaborate on projects I was involved with.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

I know what it is like to lead a team through a process from an idea to the completion of a set of goals.

**Example:**

As a junior leader, I assisted others by helping them complete various games and challenges, ultimately boosting their abilities and making them feel good.

**Example:**

When there was a dispute between some young people in the group I was able to step in and resolve it in a calm and controlled manner.

**Example:**

When organising a mental health awareness week, I invited reps from other groups to get involved in developing ideas and promoting the activities when the timetable was finalised.

SCORE:







# Decision Making

## Do you make snap decisions or follow a thought process?

Decision making is choosing between two or more courses of action or between two or more solutions to a problem. Being a strong decision maker means that you can find relevant information and use good reasoning and common sense to make solid and confident choices.

Another part of decision-making is being able to understand what the possible risks and consequences of a choice might be. Being able to predict and map out the impact of a decision on yourself and other people is a key part of the skill.

Combining these two parts and following a logical path while using some of your own intuition will help you to become a strong decision maker.



### A good decision maker:

- Finds all the relevant information needed for a choice
- Uses good reasoning to make confident decisions
- Understands the consequences of their choices
- Can map out the impact of a decision

➡ When you're ready to begin, turn the page!

# Skills Summary



## Decision Making Questionnaire – Level: 1

**I am responsible for organising a group; where we meet, when we meet, what is on the agenda and how we manage our activities.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I understand the consequences of my decisions and how they impact my work.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I am comfortable asking for advice when making a decision.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**When making a decision I am aware of the importance of considering the long term consequences of my choices.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

I did a survey to find out who we should give money to from our charity fundraiser.

**Example:**

I was asked to coach my club's youth team, but I decided that the time commitment would have had a negative impact on my college work.

**Example:**

Before planning a youth exchange for my youth group, I reached out to another local group who had already done one for some tips and advice.

**Example:**

When choosing the artwork for a mural outside our youth project I was aware of the connection between the choices and the impact on those who would see it every day.

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# Skills Summary

## Decision Making Questionnaire – Level: 2

**I use logical thinking when faced with a number of options to choose from.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**When making decisions, I evaluate the risks and potential consequences.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I am confident in my decisions, even in situations where others disagree with me.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I have made difficult decisions in uncertain circumstances based on the information available to me.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

When I was offered the chance to go to a conference on a school/college day I looked at the pros and cons before making the decision.

**Example:**

When I chose to do a course outside of the area I was living in, I thought about the travel challenges, the costs involved as well as the impact on my personal time.

**Example:**

I decided to attend the public meeting even though I would miss a birthday party. It was a very important issue for me.

**Example:**

I cancelled the day trip because I did not feel confident that we had enough leaders available to manage the group.

**SCORE:**





# Skills Summary



## Decision Making Questionnaire – Level: 3

**I regularly evaluate a number of different options and offer advice to a group based on my research.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I often collect and analyse data to inform my decision making.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I have made important decisions which have impacted my team and organisation.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I have experience in being the main decision maker within a group or organisation.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

When planning an evening out for my group, I compared a number of options based on cost, location and customer reviews and presented a shortlist to the group for a decision.

**Example:**

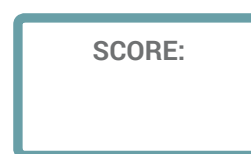
When deciding what sound equipment to buy for the centre, I looked online for reviews and recommendations and asked a local DJ for advice.

**Example:**

I attended a training course on bullying which informed our group's approach to dealing with that issue.

**Example:**

I am responsible for organising a group; where we meet, when we meet, what is on the agenda and how we manage our activities.







# Problem Solving

## Can you simplify complex situations and problems?

When problem solving in work, school or our personal lives, there are a few steps to take and the first is to figure out exactly what the problem is. Identifying and breaking down the problem as well as recognising other existing problems is key to finding a solution. The next step is getting all the facts and information about the problem, recording and organising these, and then using them to come up with a solution. Try to avoid jumping to a quick fix. Instead, keep everything logical, so you can use past experiences and consider any knock-on effects.

Using teamwork, brainstorming and having all the facts to understand the problem are also really important. Problem solving using these steps will help you to come to a better solution and will usually prevent more problems further down the line.



### A good problem solver:

- Identifies and breaks down the problem
- Gets all the facts about the problem
- Avoids jumping to a quick fix
- Uses teamwork to come up with the best solution

➡ When you're ready to begin, turn the page!



# Skills Summary

## Problem Solving Questionnaire – Level: 1

### I recognise problems before they happen.

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

### I regularly use facts and information to help solve problems.

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

### I can do a survey of issues and share the findings.

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

### I run brainstorming sessions to help solve problems.

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

#### Example:

When booking tickets for the cinema, I noticed that there were not enough seats available for our entire group so I found another movie option.

#### Example:

When I noticed that the numbers were low in the drop in, I spoke to some young people in the area and proposed to the youth project that they open at a more convenient time.

#### Example:

I conducted a survey in my local youth group to find out what types of events members were interested in attending. I presented my findings to the organising committee who used the data to plan future events.

#### Example:

When discussing with a group about the challenges of litter in the area, we explored a number of options for how we could get involved in clean ups and also change attitudes about littering.

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# Skills Summary



## Problem Solving Questionnaire – Level: 2

### I think things through step by step before making a decision.

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

### I obtain all the facts before making a recommendation/ decision.

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

### I have used my past experience to identify alternative solutions for current problems

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

### I look at problems from a variety of perspectives to describe pros and cons to potential solutions.

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

#### Example:

When I had a Halloween group project to complete, I analysed what needed to be done, made to-do lists, and tackled each task one by one.

#### Example:

When attending a meeting with community Gardai about anti social behaviour, I made sure that I spoke to everyone to get their perspectives and experiences.

#### Example:

When the yoga facilitator cancelled at the last minute I was able to organise an alternative activity within the same thematic area by contacting a local fitness coach to stand in.

#### Example:

When there were complaints about the behaviour of young people in the local shop I was able to discuss with them how valuable it can be to look at things from different perspectives and explore solutions that benefit everyone.

**SCORE:**





## Skills Summary

### Problem Solving Questionnaire – Level: 3

**I can give constructive criticism when it is necessary and useful.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**When suggesting a solution, I always consider the knock-on effects/impacts on the surrounding environment and others.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I have experience in anticipating and developing plans that will prevent a potential negative impact.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I am confident leading problem solving sessions for a team or group.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

When the turnout for the meeting was very low I was able to sit down with the organisers, reflect on the whole plan and identify areas where improvements could be made for next meeting.

**Example:**

I organised a talent show in my local community hall. When a weather warning was issued for the date of the event, I decided to reschedule it to ensure the safety of attendees.

**Example:**

When the reality of a cost increase was presented to our group for the rental of our space I had a few ideas prepared for a fundraiser to offset the negative impact on the members fees.

**Example:**

When I was a leader in charge of the 'drop-in' I organised regular reflection meetings to chat about the challenges that we were facing with the groups who were using the space and the potential solutions.

SCORE:







## Are you good at organising events or activities for others?

---

Organisation means planning, managing and keeping track of your time, resources and activities. This could mean that you keep your photos, emails or music in labelled folders or that you understand how to manage your time, so that you hit deadlines.

Being well organised lets you multitask better and create time frames that suit how you work or study. It also means you can allow for flexibility and plan for any risks or setbacks.

Having good organisation skills means that you can be quick and tidy while you work, while sticking to a deadline and still end up with the results that you want.



### Having good organisational skills involves:

- Managing time, resources and activities well
- Keeping files tidy and labelled folders
- Allowing for flexibility in case of setbacks
- Sticking to deadlines

➡ When you're ready to begin, turn the page!

---



# Skills Summary



## Organisation Skills Questionnaire – Level: 1

**I have successfully completed tasks that have required following a series of instructions in the correct order.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

I completed a Skills Summary section.

**I prioritise my work to ensure I meet my deadlines.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

I have planned my training routine around my study or work schedule.

**I plan a task to ensure I have time to review the quality of my work.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

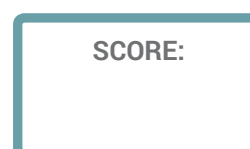
If I am organising an activity with a group I make sure to review the plan before I deliver it.

**I store my computer files and apps on my phone in a structured way so it is easy to find what I am looking for.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

I arrange my different files according to a certain heading.





## Skills Summary

### Organisation Skills Questionnaire – Level: 2

**I plan my time well so I can work effectively on a number of projects at once.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I can manage my time effectively, independent of supervision.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I have set goals on a number of occasions and worked hard to reach them.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I keep accurate and complete records of work or activities when required and appreciate the importance of doing so.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

I balance my college work with sports practice by planning my time and making sure my peers and tutors understand my various commitments.

**Example:**

When I am volunteering I make sure that I maintain a balance across my other commitments.

**Example:**

I set a target in the gym over an eight week period and stuck to it.

**Example:**

I make sure that the reporting procedures are followed for every activity from the sign in sheet to the evaluation forms and I understand the importance of doing it.

SCORE:



# Skills Summary



## Organisation Skills Questionnaire – Level: 3

**I prioritise my work and focus on the important tasks first.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I have set ambitious, realistic timelines for myself and my team and have had to work hard to achieve them.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I delegate work appropriately on a regular basis rather than doing everything myself.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I am often required to anticipate obstacles when planning, allowing for flexibility and contingency to ensure successful outcomes.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

If I am going for a job interview I make sure to do my preparation well in advance rather than the night before.

**Example:**

When planning a trip to Scotland I had a full list of tasks and deadlines organised with specific targets clearly identified such as passports, health cards, funding, accommodation etc.

**Example:**

When I organised a family fun day in the community I was able to delegate tasks to the team which covered all of the responsibilities on the day.

**Example:**

When organising a hiking trip for a group I anticipated bad weather and made sure that there were extra rain jackets, hats and gloves for those who might not have them.

SCORE:





# Adaptability

## How adaptable are you to change?

---

Adaptability is being flexible when things change or faced with different people or situations. This can happen when you're working as part of a team or on your own. An adaptive person is open minded, takes on new ideas and opportunities and copes with uncertainty. They can also stay positive in difficult situations and accept that change can be challenging for everyone.

Being adaptive and managing change is a great skill to have. Having a plan B or being able to change your approach will gain lots of support in a team and also help you to work better overall.



### An adaptive person:

- Is flexible when things change
- Is open-minded and takes on new ideas
- Copes well with uncertainty
- Stays positive in difficult scenarios

➡ When you're ready to begin, turn the page!

---



# Skills Summary

## Adaptability Skills Questionnaire – Level: 1

### I can easily adapt to new ways of working.

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

### I can work well in confusing situations by remaining positive.

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

### I understand the connection between changes within an organisation and I can see why they happen.

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

### I make others aware of the benefits of change.

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

#### Example:

When I worked in the shop I had to do a variety of tasks like customer service, packing shelves, cleaning and the store room.

#### Example:

I arrived at the train station and could not figure out where to find the information about the train I needed to catch. I took a moment and identified a member of staff who could help me.

#### Example:

When I get new responsibilities I understand that this is related to my performance and the confidence in my ability to do more.

#### Example:

When we decided to rearrange the drop-in space I was able to see the benefit of this and to promote the idea to others.

SCORE:



# Skills Summary



## Adaptability Skills Questionnaire – Level: 2

**I like to try out new ways of doing things in my group.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

Finding a new and better way to recycle and do composting in the centre kitchen was well worth the effort.

**I can appreciate the benefits of change within an organisation and can support this process.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

When the junior leaders were encouraged to take on new roles I could see the benefit of that to the individuals and to the organisation.

**I approach situations with an open mind and can adapt my goals accordingly.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

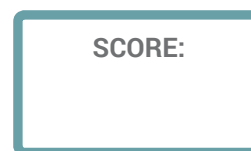
I was aiming to get a job that was relevant to my studies and experience but I realised that I may have to accept what I can get at that particular time in my life.

**I have accepted changes in the past and altered my goals and motivations to align with them.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

I didn't get the exam results that I needed so I looked at other options to achieve my ambitions and maintained my motivation to reach my goals.





## Skills Summary

### Adaptability Skills Questionnaire – Level: 3

**I can see the benefits of changing the approach of a team and have experience of encouraging this type of change.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I have experience adapting a group's strategy to a new situation.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I often lead others through change and successfully address the barriers to change.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I have been known to solve problems and avoid complications.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

There wasn't enough people turning up for the open mic night so I proposed that we change the whole marketing approach and try something different rather than just cancel it.

**Example:**

My group was not prepared for the fact that the partner group did not have very good English. We had an emergency meeting and planned a whole new approach to the activities.

**Example:**

When the centre had to close for a week I got the team together and we planned a programme using other venues and spaces to make sure the young people had something to do.

**Example:**

When I was informed that there was conflict in the community between two individuals I contacted both to chat about how we would manage the situation when they were in the centre.

SCORE:









## Have you captained a team or organised an event for friends and family?

---

Leadership covers a big range of skills but at its core leadership is about giving direction and providing a vision and motivation to others. This means setting goals for your team or organisation and creating a positive environment. There are a lot of ways to do this, but being approachable, supporting new ideas, trusting others and leading by example are all part of it.

Leaders are also clear, concise and always make sure their team understands what needs to be accomplished. A good leader is confident, decisive and focused and can stay optimistic and passionate even during difficult situations.



### **A good leader:**

- Gives direction and provides motivation to others
- Creates a positive environment
- Is approachable and supports new ideas
- Ensures their team understand

 **When you're ready to begin, turn the page!**

---

# Skills Summary



## Leadership Skills Questionnaire – Level: 1

### I have set goals for my team or organisation.

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

#### Example:

In order to make sure everyone knew about the Mental Health event, I proposed that the team set up a social media campaign and attract 100 participants.

### I actively look for opportunities to lead.

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

#### Example:

I offered to help out with the summer project as a volunteer leader.

### I understand my strengths as a leader.

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

#### Example:

When I lead a group project, I know exactly what my strongest skills are which ones are best suited for the task.

### Communication helps me understand how to resolve conflict between people with different personalities.

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

#### Example:

When two members were arguing over where to go for the end of year party I invited everyone on the team to outline the options and explore the pros and cons before taking a vote.

SCORE:





## Skills Summary

### Leadership Skills Questionnaire – Level: 2

**I can create a positive environment to help motivate others.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I can identify the strengths of different members within my team.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I foster a sense of commitment and can boost morale within a team.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I have acted as a role model for others by promoting a positive outlook.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

I make sure that there is tea/coffee and treats for those who are helping out with an activity as good vibes and positivity are important for a productive environment.

**Example:**

When I realised people's strengths as I got to know them, I was confident enough to assign tasks as necessary.

**Example:**

We had a bad night in the club and instead of feeling sorry for ourselves I reminded the team why we were involved and what motivates us to stay involved.

**Example:**

When a friend lost their job I took responsibility for helping them to take a perspective on the situation and try and find a positive outcome within the negative scenario.

SCORE:



# Skills Summary



## Leadership Skills Questionnaire – Level: 3

### I have led a team in a large scale project.

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

#### Example:

I was in charge of organising the Debs for the school.

### I have often built pride and belief in an organisation.

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

#### Example:

As a core member of my local Tidy Towns committee, I always foster a sense of pride for our community and the good work we are trying to accomplish through our efforts.

### I know how to inspire commitment within an organisation by acting as a passionate leader.

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

#### Example:

When an event suddenly needs to be organised, I am often called upon to round up volunteers as I can inspire them with my passion and leadership.

### I have been a leader in an organisation or group for a significant period of time.

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

#### Example:

I have been the coach of the junior team for two seasons.

SCORE:







## Do you think outside the box and enjoy coming up with new ways of doing things?

---

Entrepreneurship is not just starting or building up a business. It means being creative, thinking outside the box for new ideas and approaches and using them to solve problems and make our lives easier.

Being an entrepreneur also means taking risks even when success is not guaranteed, as well as having an open mind to new and untested ideas. This can be difficult, but looking at problems in new ways can lead to much more creative solutions. Lastly, entrepreneurship is about being optimistic, resilient and always looking for the latest ideas that can help you to work better.



### A good entrepreneur:

- Is creative and thinks outside the box
- Takes risks even when success isn't guaranteed
- Has an open mind to untested ideas
- Looks at problems in new ways

➡ When you're ready to begin, turn the page!

---



# Skills Summary

## Entrepreneurship Skills Questionnaire – Level: 1

**I have a creative approach to problem solving and can think 'outside the box'.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I approach new situations with an open mind.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I adopt innovative methods of working to help teams achieve their goals.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I am open to working with people in new/different ways.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

I decided to use video blogs to document my youth group's activities instead of writing out reports as suggested in the traditional activity guide book.

**Example:**

When doing a mini company in school I was open to all suggestions from the team.

**Example:**

To promote the fundraising event we made short promotional videos and posted them on social media.

**Example:**

I suggested that the winning entry in the drugs awareness art competition could be made into a bookmark to increase the exposure of the message.





# Skills Summary



## Entrepreneurship Skills Questionnaire – Level: 2

**I can recognise how new programmes/tools can encourage innovation within my group/organisation.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I encourage new approaches to solving problems when working with people.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I promote innovative thinking within the groups I am involved in.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I look for new ways of doing things that have been positive and worked well in other organisations.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

I found a new app that made it easier to communicate with the group outside of face to face meetings.

**Example:**

To ensure that people would turn up for the community clean up I suggested that we offer pizza afterwards to anyone who came along.

**Example:**

With the popularity of hip hop among young people in the area I challenged our group of leaders to think about how we could use that knowledge to organise an event.

**Example:**

I invited the group members to create proposals for a new design for some hoodies that we would organise for everyone.

SCORE:





## Skills Summary

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### Entrepreneurship Skills Questionnaire – Level: 3

**I am motivated to include innovation within everyday life.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I take opportunities to promote new approaches and ideas within groups and organisations.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I have experience of running my own business for a period of time.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I have identified and included others who bring innovation to the team.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

---

I always like to find more efficient and creative ways to do things and enjoy sharing these with others.

**Example:**

---

I proposed a creative infographic at the end of the year to highlight our work rather than the usual report document.

**Example:**

---

I set up a t-shirt printing business with custom designs.

**Example:**

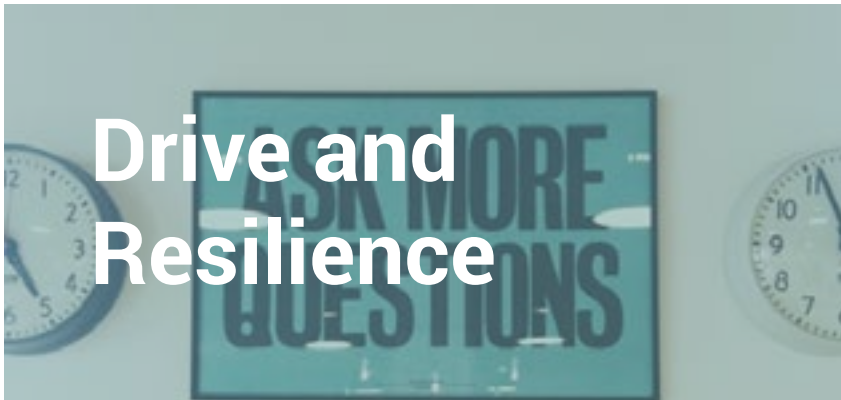
---

I identified some young entrepreneurs who joined my team to sell coffee and treats at a festival.

SCORE:







## How determined are you to see a task to completion?

A person who has drive and resilience is someone who has a lot of desire and ambition to do great work and achieve their goals. It means having determination, lots of enthusiasm and a positive attitude. Someone who has a lot of drive takes responsibility for their own work and takes on challenges even if they seem impossible at first.

Resilience comes in when someone is met with a difficult situation and still stays optimistic and motivated and helps other to do the same. The last part is knowing that failure will happen and understanding that it isn't always a bad thing. Knowing how to deal with mistakes or setbacks and learning from them is important. Having drive and resilience will help you work well under pressure, cope with stress and stay positive even when the going gets tough.



### Someone with drive & resilience:

- Has ambition and determination to achieve goals
- Takes on challenges, even if they seem hard
- Stays optimistic in difficult scenarios
- Learns from and accepts their mistakes

➡ When you're ready to begin, turn the page!

# Skills Summary



## Drive & Resilience Skills Questionnaire – Level: 1

**I strive to perform at a high level and deliver high quality work.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I approach work with an open mind and a ‘can do’ attitude.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I use initiative and flexibility to ensure work is delivered.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I take responsibility for my work and make sure it gets done.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

When I was involved in a youth group as a junior leader I was fully committed to the role and my responsibility for creating good, high quality activities.

**Example:**

Despite not getting picked for the local football team, I remained positive and trained to improve my skills. I was selected for the team the following season.

**Example:**

I set up a whatsapp group to make sure everyone on the fundraiser committee could communicate and develop a good plan for the event.

**Example:**

I stayed late to clear the chairs away after the meeting even though it was my friend's birthday, because I was part of the group who organised the meeting.

SCORE:





## Skills Summary

### Drive & Resilience Skills Questionnaire – Level: 2

**I embrace challenges with a positive attitude and determination.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I enjoy setting myself new challenges and I encourage others to do the same.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I can anticipate potential risks or problems and put things in place to get around them effectively.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I am resilient and can bounce back when I face set backs and challenges.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

When the group were arguing about how to spend the funding we received, I reminded them that we should be grateful to have gotten the funding and we should remain positive about its potential impact on the group.

**Example:**

Having completed my first 10K this year, I am now training for a half marathon and have enlisted a friend to train with me.

**Example:**

When I organised a charity bake sale, I was sure to bring extra cakes and pastries in case demand was greater than supply.

**Example:**

After I missed out on a medal in gymnastics, I learned from my mistakes and trained to become stronger for the next competition.

SCORE:



# Skills Summary



## Drive & Resilience Skills Questionnaire – Level: 3

**I am driven to achieve excellence and regularly help my team achieve 'excellence'.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I use my understanding of people and relationships to manage difficult situations positively.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I influence and inspire others to perform beyond their normal capability.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I understand failure is not negative and allows us to learn. I can think of many occasions where I have dealt successfully with failure.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

In the run-up to the football tournament, I encouraged my teammates to do extra training sessions in the mornings to reach peak physical condition.

**Example:**

When I volunteered with a literacy programme, I was patient and empathetic to the needs of the learners, allowing them to build trust in me.

**Example:**

After learning how mindfulness could help with stress I organised a group session to share my experience with others.

**Example:**

I didn't get the summer job I wanted but the feedback from the interview helped me to prepare for the next opportunity.

SCORE:









# Ethics and Integrity

## Are you credible and authentic in what you say and do?

Doing the right thing is not always easy or pleasant but a person who is ethical and has integrity is someone that always tries to be honest and responsible, even when it may be hard. There are lots of ways that different situations and circumstances can send us into unethical territory. But people with strong morals will always work within their professional, legal and ethical guidelines and respect how things should be done.

Having integrity means not taking shortcuts and making the effort to get the work done to the highest quality. It also means giving advice to others in a professional and respectful way, being trustworthy and leading by example. Overall, having good ethics and integrity means having respect for other people and knowing that it's important to always do the right thing.



### Someone with ethics & integrity:

- Always tries to be honest and responsible
- Works within professional and legal guidelines
- Doesn't take shortcuts
- Has respect for others

➡ When you're ready to begin, turn the page!



## Skills Summary

### Ethics & Integrity Skills Questionnaire – Level: 1

**I am honest and act with integrity. People see me as someone who is reliable and trustworthy.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I am aware that all organisations follow professional, legal and ethical standards that are important.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I understand why I should follow the policies and procedures of the organisation.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I am aware of confidentiality and if given access to sensitive or confidential information I use it strictly for the intended purposes only.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

I made it clear that we could not do a particular summer activity because we did not have enough funding rather than make up an excuse.

**Example:**

When I was scheduling an outing for my youth group, I realised that the proposed venue was not wheelchair accessible and therefore did not meet the organisation's standards for diversity and inclusion. I raised this issue with the group leader.

**Example:**

I understand that it is important to wear regulation footwear while hiking with the Scouts in order to prevent injury.

**Example:**

While working for a charity, I accidentally came across some private information relating to my neighbour. I understood that this information was confidential and should not be shared.

SCORE:



# Skills Summary



## Ethics & Integrity Skills Questionnaire – Level: 2

**I am aware that organisations have a code of ethics and that regardless of your level in that organisation, the code applies to you**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I lead by example and always act in a way which I believe is morally and ethically good.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I emphasise the importance of doing things right.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I establish a standard of acceptable behaviour which I encourage even at times when this is difficult.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

I noticed that a younger member of staff was working later than they should according to regulations. I talked to her to make sure she was familiar with overtime regulations.

**Example:**

When I was involved in a youth group, I decided to order hoodies from a company that uses ethically sourced cotton. This became standard practice for the society in following years.

**Example:**

When the bus company miscalculated the cost of our trip on the invoice I contacted them to rectify the situation in the interest of fairness for all involved.

**Example:**

When travelling on the train with a group of excited children I made sure that they were mindful of other passengers who were travelling on the same journey.

**SCORE:**



## Skills Summary

### Ethics & Integrity Skills Questionnaire – Level: 3

**I am capable of implementing professional standards on an ongoing basis in an ever-evolving workplace.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I have experience of setting a high standard of professional and ethical behaviour.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I demonstrate a high level of integrity in my everyday life.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I have led my team members to understand the professional ethics by which they should abide.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

When socialising with my colleagues outside of the workplace, I ensure I do not discuss any business or customer information in public places.

**Example:**

When a member of my football team felt he was being unfairly treated by the coach, I advised him to speak to the coach one-on-one to voice his concerns in a calm and considered manner.

**Example:**

I manage my social media profiles with an understanding of how the content can have an impact on my career at any stage.

**Example:**

As chairperson of a voluntary committee overseeing the work of a charity group, I ensured that every committee member understood how their personal conduct reflected on the reputation of the organisation.

SCORE:







## Are you a technophobe or lover of the latest technology and inventions?

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IT stands for information and technology and involves working with computers and the internet. But having good IT skills doesn't always mean being able to build a web site or write a computer code. It means being able to understand and use the right technology for a certain task or job.

People who are comfortable with IT are able to use hardware and software that others might not have knowledge about. When something is broken or someone has a technical problem, these people can usually fix the issue. They are constantly up to speed on new trends and a lot of the time they will also become new users of technology first. Being computer literate and having strong IT skills will help in any job and have become essential in a world that is mostly digital when it comes to working, communicating and problem-solving.



### Someone with good IT skills:

- Uses the right technology for a certain task
- Uses tech that others might not know about
- Can often fix technical solutions
- Is up to speed on new tech trends

➡ When you're ready to begin, turn the page!

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# Skills Summary



## IT Skills Questionnaire – Level: 1

**I am aware of and can describe various types of technology and how they are used.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

I am able to identify different types of technologies i.e.computer, tablet, router, etc.

**I understand the benefits of technology and can identify appropriate situations where it can be used.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

I can use a taxi app to book a taxi on my smart phone.

**I use technology in my day to day tasks.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

I send and receive emails as part of my role in the youth group.

**I have an interest in technology and learning how to use it.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

When I had to do a presentation for the project I was working on, I used powerpoint and its features to create a dynamic presentation.

SCORE:





## Skills Summary

### IT Skills Questionnaire – Level: 2

**I use technology on a regular basis and have a good working knowledge of how to make the most of it.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I am informed about new technologies and regularly bring new technology to my organisations.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I have informed others about the potential for using technology and supported their understanding in that regard.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I have a good working knowledge of technology and have been involved in technological improvements in my organisation.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

I used social media to promote my local charity. I set up a website, posted on Facebook and Twitter, and updated all platforms daily to improve their chances of being found in a web search (Search Engine Optimisation).

**Example:**

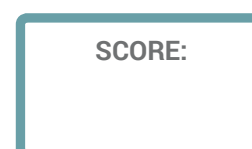
I suggested that my theatre group use an online ticketing system rather than paper ticketing for the latest production.

**Example:**

When my grandmother wanted to transfer money to my brother in Australia, I taught her how to set up and use internet banking on her smart phone.

**Example:**

I was involved in organising a video shoot to promote our organisation but with a small budget we were using mobile devices so my knowledge of editing was valuable.





# Skills Summary



## IT Skills Questionnaire – Level: 3

**I am interested in technology trends and have introduced new ideas before they became mainstream.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I have a lot of experience supporting groups to improve their use of technology.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I have built a website, application or blog for my organisation and update it regularly/advise someone on how to use it.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**I have knowledge of coding language.**

- Strongly agree (5)
- Agree (4)
- Not sure (3)
- Disagree (2)
- Strongly disagree (1)

**Example:**

I have always followed the latest developments in technology. I actively participated in online forums and tried out and reviewed new technologies on my vlog.

**Example:**

I organised workshops in the community to upskill adults who were not comfortable using technology.

**Example:**

I volunteered to redesign the website of my GAA club and taught others in the club how to update and maintain it.

**Example:**

I designed an interactive website for my organisation that required smart management of a database, coding for the interactive element and design of the site's appearance and functionality.





# My Skills Summary Page

This page is your personal Skills Summary Page. It gives you an overview of your skill development progress. Tick every level you have finished here:

Summary Skills Course	LEVEL 1 (score)	LEVEL 2 (score)	LEVEL 3 (score)
 Communication Skills			
 Interpersonal Skills			
 Teamwork Skills			
 Decision Making Skills			
 Problem Solving Skills			
 Organisation Skills			
 Adaptability Skills			
 Leadership Skills			
 Drive & Resilience Skills			
 Entrepreneurship Skills			
 Ethics & Integrity Skills			
 IT Skills			



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