SKILLS PASSPORT

Greater Essex CAREERS HUB | THE CAREERS & ENTERPRISE COMPANY

NAME:

Mark each skill with the following: ✔️ **Confident** | **? Unsure** | ✖️ **Not me**

HARD SKILLS

Specific, measurable abilities

- [ ] IT & tech
- [ ] Financial management
- [ ] Marketing
- [ ] Project management
- [ ] Content creation & digital design
- [ ] Writing
- [ ] Foreign languages
- [ ] Mathmatics
- [ ] Customer service
- [ ] Data & analytics
- [ ] Coding
- [ ] Working with tools

SOFT SKILLS

Interpersonal and communication skills

- [ ] Communication
- [ ] Teamwork
- [ ] Leadership
- [ ] Resilience
- [ ] Adaptability
- [ ] Positive attitude
- [ ] Work ethic
- [ ] Emotional intelligence
- [ ] Conflict resolution
- [ ] Honesty
- [ ] Accepting criticism
- [ ] Willingness to learn

TRANSFERABLE SKILLS

Skills applicable across different contexts

- [ ] Problem solving
- [ ] Time management
- [ ] Critical thinking
- [ ] Decision making
- [ ] Initiative
- [ ] Innovative
- [ ] Creative thinking
- [ ] Multi-tasking
- [ ] Digital literacy
- [ ] Active listening
- [ ] Creativity
- [ ] Attention to detail

INTERESTS

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NAME :

Mark each skill with the following: ✔️ **Confident** | **?** **Unsure**| ✖️ **Not me**

- [ ] Politics
- [ ] Arts & crafts
- [ ] Shopping
- [ ] Travel
- [ ] Science
- [ ] Sociology
- [ ] Criminology
- [ ] Drama
- [ ] Musical theatre
- [ ] Food & drink
- [ ] Cooking & baking
- [ ] Community focus
- [ ] History
- [ ] Health & beauty
- [ ] Mental wellbeing
- [ ] Sports & exercise
- [ ] Musical instrument
- [ ] Entrepreneurship
- [ ] Geography & nature
- [ ] Blogging
- [ ] Photography
- [ ] Gardening
- [ ] Drawing & painting
- [ ] Public speaking
- [ ] Collecting
- [ ] Volunteering
- [ ] Dance
- [ ] Reading
- [ ] Yoga
- [ ] Event planning
- [ ] Animals & pets
- [ ] Puzzle solving
- [ ] Board games
- [ ] Gaming
- [ ] Debating
- [ ] Electronics

APPLYING YOUR SKILLS

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YOUR NAME:

1.SKILL EXAMPLE

Give details of where you have used this skill (think about: when, how, outcome & future learnings)

2.SKILL EXAMPLE

Give details of where you have used this skill (think about: when, how, outcome & future learnings)

3.SKILL EXAMPLE

Give details of where you have used this skill (think about: when, how, outcome & future learnings)