

List of all the skills you can log on the E&V Toolkit



Communication – chairing meetings, attending meetings, giving a presentation, debating, persuading and influencing, promoting an event, foreign languages, providing information, writing essays/reports, listening.



Team Work – team member, team leader, motivating others, supporting others, cooperation/collaboration, giving praise/recognition.



Planning & Organising – time management, event organisation, prioritising, setting targets/objectives, written plans/action plans, researching, working to deadlines, attention to quality.



Leadership – leading a project, setting an example, being assertive, decision making, accepting responsibility.



Enterprise – researching, identifying a new opportunity, starting something new, innovation, commercial awareness, networking.



Problem Solving – analysing, lateral thinking, identifying/evaluating options, flexibility/adaptability, identifying what went well.



Reflection – self-awareness, identifying what went well, what didn't go well, how to improve something.



Numeracy Skills – financial planning, collecting data, analysing numerical data, presenting numerical data, cash handling.



IT Skills – word processing, desktop publishing (design), website design/updating, use of technical software, internet research, programming & software development, email, social networking.



Positive Attributes – self motivation, energy, drive, resilience, reliability, integrity, confidence, cultural awareness, capacity to develop, creativity, completer/finisher, self-reliance.