

1.1 Copysheet. Reflect on your personal and interpersonal skills to identify skills you already have, and those you are yet to learn about and develop.

SKILL	WELL DEVELOPED	SOMEWHAT DEVELOPED	NOT YET DEVELOPED	DON'T KNOW/ NOT SURE WHAT THIS SKILL IS
Personal / self-management knowledge and skills	Decision making (e.g. filling in a decision making grid)			
	(Own) Problem solving (e.g. completing in a problem solving model)			
	Using positive self-talk or rational thinking			
	Using stress management / relaxation techniques			
	Critical thinking – being able to			
	▶ ask questions to help understand a situation			
	▶ perspective taking – seeing a situation through someone else's eyes			
	▶ analyse, reflect and evaluate e.g. by, challenging situations of unfairness, challenging assumptions, or looking below the surface of a situation			
	Identify misinformation or fake news			
	Time management			
Being organised				
Help seeking				
Other				
Interpersonal skills for communication and interacting with others (including online)	Effective listening e.g using paraphrasing, reflecting feelings, using minimal encouragers or non-verbal feedback, etc			
	Effective communication e.g. speaking in a way that meaning is understood by other people – expressing feelings, using I statements, etc			
	Being assertive			
	Communicate respectfully			
	Giving and receiving compliments			
	Giving and receiving constructive feedback			
	Showing empathy			
	Joint problem solving			
	Conflict resolution			
	Compromise and negotiation			
Others				
Advocacy skills	Being an upstander			
	Letter or report writing (to request a change)			
	Finding and using evidence to support a point of view			
	Others			