



ACTIVITY 9

PROFESSIONAL DEVELOPMENT SELF-ASSESSMENT TOOL

Skills and Competencies	Priority?
Guidance skills – adapted from the Career Development Institute website	
Good listening skills	
Excellent communication skills	
Ability to establish relationships with people very quickly – with young adult carers and colleagues	
Being impartial and non-judgemental, with ability to see issues from the client's point of view	
A genuine interest in people and human behaviour	
Analytical and research skills	
Confidence in IT and social media to search out information and opportunities	
Flexibility	
Adaptability	
Patience	
Knowledge – for interagency working	
Awareness of local Information, Advice and Guidance providers and how to refer and access	
Awareness of the local learning providers - FE Colleges, Sixth Form Colleges, Adult and Community Learning, Higher Education and courses they have to offer	
Awareness of training and apprenticeship providers and opportunities available	
Awareness of learning support available in post-16 education	
Awareness of employment opportunities	
Awareness of support in work	
Awareness of volunteering opportunities	
Awareness of national support organisations and websites such as the National Careers Service website	
Understanding of the legal rights and entitlements affecting young adult carers	
Understanding of policies affecting young adult carers such as safeguarding and Prevent.	
Leading change	
Having a vision and being innovative	
Ability to define a task clearly	
Ability to plan – what needs to happen and when	
Communicate skills to articulate the vision and the tasks	
Managing and controlling a task within time and budget constraints	
Ability to monitor and evaluate effectiveness	
Ability to motivate others to work with you	
Ability to organise others to work in new ways and to get things done on time	
Able to adapt, change and include the views of others	



ACTIVITY 10

ACTION PLAN FOR PROFESSIONAL DEVELOPMENT



Priority - skill for development	How will I do this?	When will I do this?	What outcome do I want to achieve?