

# Personal profile

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## People

- Ability to get on with people from different backgrounds
- Ability to see and understand other people's points of view
- Dealing with the general public
- Teamwork
- Managing other people
- Teaching or training others
- Listening skills
- Communicating clearly
- Negotiating
- Helping others to arrive at decisions
- Being sensitive to others' feelings
- Caring for others
- Being able to read other people's body language
- Dealing with others by phone
- Being able to cope with 'difficult' people
- Speaking clearly and to the point
- Being able to take direction from others
- Having courage to speak out against injustice
- Others:

## Activities

- Creativity, design and layout
- Being able to see the 'whole picture'
- Researching information
- Classifying and organising information, e.g. filing
- Applying theory to practice
- Being good at argument and debate
- Making decisions
- Managing change and transition
- Setting priorities

- Working out agendas
- Organising work to meet deadlines
- Facilitating meetings
- Reading complicated texts
- Word-processing
- Computer literacy
- Using the Internet
- Technical skills
- Number work
- Selling
- Problem solving
- Getting things done
- Fund-raising
- Practical things
- Seeing how things work
- Writing reports or official letters
- Others:

## Personal qualities

- Recognising my own needs and asking for help
- Being able to learn from my mistakes
- Staying calm in a crisis
- Managing stress
- Being willing to take risks and experiment
- Demonstrating assertiveness
- Showing determination and perseverance
- Setting my own goals
- Maintaining a high level of motivation
- Taking responsibility for my own actions
- Trusting in my own abilities
- Honesty
- Commitment to values or ethics
- Showing attention to detail
- Others: