

- **Planning and Organisation**

The following steps will enable me to develop my goal setting and action planning (Set objectives, schedule resources and manage time);

1. This resource (person, website, book journal etc) will give me the information I need to develop in this area
2. I am aiming to complete this particular action plan before
3. If I have indeed developed my goal setting and action planning skills, I would expect to improve in the following way

The following steps will enable me to develop my Decision Making (Be aware of and choose between opportunities/solutions that achieve goals, having gathered and evaluated relevant information);

1. This resource (person, website, book journal etc) will give me the information I need to develop in this area
2. I am aiming to complete this particular action plan before
3. If I have indeed developed my decision making skills, I would expect to improve in the following way

- **Personal Enterprise**

The following steps will enable me to develop my Innovation and Creativity (Generate and visualise novel ideas and concepts);

1. This resource (person, website, book journal etc) will give me the information I need to develop in this area
2. I am aiming to complete this particular action plan before
3. If I have indeed developed my innovation and creativity skills, I would expect to improve in the following way

The following steps will enable me to develop my Initiative (Identify and make effective use of material, financial and human resources. Initiate activities and ideas and bring to completion);

1. This resource (person, website, book journal etc) will give me the information I need to develop in this area
2. I am aiming to complete this particular action plan before
3. If I have indeed developed my initiative skills, I would expect to improve in the following way

The following steps will enable me to develop my Adaptability (Respond readily to changing situations and priorities);

1. This resource (person, website, book journal etc) will give me the information I need to develop in this area
2. I am aiming to complete this particular action plan before
3. If I have indeed developed my adaptability skills, I would expect to improve in the following way

The following steps will enable me to develop my Problem Solving (Critically evaluate complex information and identify key issues for action and appropriate solutions);

1. This resource (person, website, book journal etc) will give me the information I need to develop in this area

2. I am aiming to complete this particular action plan before
3. If I have indeed developed my problem solving skills, I would expect to improve in the following way

- **Communication**

The following steps will enable me to develop my Oral communication (Use styles and content of spoken language that are appropriate for the context and the purpose);

1. This resource (person, website, book journal etc) will give me the information I need to develop in this area
2. I am aiming to complete this particular action plan before
3. If I have indeed developed my oral communication skills, I would expect to improve in the following way

The following steps will enable me to develop my Interpersonal communication (Use and respond to non-verbal behaviour, including active listening techniques);

1. This resource (person, website, book journal etc) will give me the information I need to develop in this area
2. I am aiming to complete this particular action plan before
3. If I have indeed developed my interpersonal communication skills, I would expect to improve in the following way

The following steps will enable me to develop my written or other communication (Use written and other appropriate tools and resources to support and enhance other forms of communication);

1. This resource (person, website, book journal etc) will give me the information I need to develop in this area
2. I am aiming to complete this particular action plan before
3. If I have indeed developed my written or other communication skills, I would expect to improve in the following way

- **Team Working**

The following steps will enable me to develop my Collaboration (Recognise and make best use of the knowledge, values, qualities and skills of individuals);

1. This resource (person, website, book journal etc) will give me the information I need to develop in this area
2. I am aiming to complete this particular action plan before
3. If I have indeed developed my collaborative skills, I would expect to improve in the following way

The following steps will enable me to develop my Relationship-building (Create and maintain an environment in which risks and rewards are shared by all);

1. This resource (person, website, book journal etc) will give me the information I need to develop in this area
2. I am aiming to complete this particular action plan before

3. If I have indeed developed my relationship-building skills, I would expect to improve in the following way

The following steps will enable me to develop my Leadership (Set direction, win the commitment of others and take responsibility for actions and decisions);

1. This resource (person, website, book journal etc) will give me the information I need to develop in this area
2. I am aiming to complete this particular action plan before
3. If I have indeed developed my leadership skills, I would expect to improve in the following way