

Career Management Skills

Which skills do you have? Read each skill below and then answer Yes or No

Which do you need to develop? (Probably those where you have answered No)

Optimism – I can remain positive when things get tough

Control – I take responsibility/ rely on myself

Motivation – I am ready to get going

Accessing Support – I feel supported and am happy asking for help when I need to

Decision Making – I can be decisive when I need to be and know what influences my decisions

Self-Confidence - I generally feel good about myself

Social Confidence – I get on well with different kinds of people

Curiosity – I am interested in alternative options

Knowledge – I know what paths are open to me

Research Skills – I can use different methods to find out about options

Open to feedback – I take useful feedback on board

Self-Knowledge – I know my interests, values, strengths and what I need to work on

Risk Taking – I believe it is better to try and fail than not to try at all

Realism – I am aware of the challenges ahead and can compromise if required

Information Technology – I can use IT for research, networking and applying online

Adaptability – I am good at adapting to new situations

Resilience – I can bounce back when things don't work out

Planning/ Being Prepared – I am able to set goals and plan the steps I need to take

Self-Presentation Skills – I create a good impression in person and online

Networking – I know people who can open doors/ help me find good opportunities

Problem Solving – If I have a problem, I can usually find my way around it

Self-Care – I look after my mental and physical health

Courage – I am willing to face what is difficult and scary

Persistence – I see things through/ don't give up easily

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