AberGrad Skills Checklist – Industrial Year and YES

Whilst you are taking your year out and benefitting from the work experience that you are doing, it is important to be able to reflect on and analyse the areas that you need to develop further as well as fully recognise your strengths, so that you can use this year to develop your abilities and skills as much as possible.

To be of value, you need to take an honest and critical view of yourself. This can be done using a SWOT analysis.

This is an example of such an analysis to help you get started:

**Strengths**

(current)

An ability to get on with people

Reliable

Able to take initiative

Plenty of work experience

**Weaknesses**

(current)

Time management

Lack of confidence when dealing with people

No related work experience

Lack of spreadsheet database skills

**Opportunities**

(future)

Gain experience of dealing with people

Develop knowledge of Excel and pivot tables

Learn about working with in a large organisation

Work in a team

**Threats**

(future)

Being unsupported at work

Time keeping

Fitting into the company culture

Transport problems will result in my unreliability

Lack of confidence to ask questions

AberGrad Skills Checklist Development Plan

Based on the information you have noted in your SWOT analysis, now start considering what specific goals you need to set for yourself as you progress through your year of work experience.

Your goals may relate to academic issues and personal development, as well as more directly to the workplace. Concentrate in particular on the Weakness and Threats sections of your SWOT analysis so you can start to strengthen those areas.

# Goals

You need to be clear about what you want to achieve and need to know when you are successful. Your goals should therefore be Specific, Measurable, Achievable, Realistic and Timebound (SMART).

# Action

How are you going to achieve your goal?

# Success Criteria

How will you know if you are successful? How will you measure success?

# Target Date

When should you have achieved your goal? Do some goals need to be addressed more than others?

A clear development plan is important if you want to get the most out of your work experience. Check that your objectives are SMART and that your development plan is complete.

The example below will help you get started.

For example:

|  |  |
| --- | --- |
| **Goal**:  Strengthen my relationship with others in the workplace | |
| **Action(s)**:   1. Listen carefully to other people’s contributions at meetings, before making my own 2. Use my reflective journal to consider my relationships at work 3. Discuss my approach and strategies with my mentor | |
| **Success Criteria**:  Talking less, listening more  Included in social discussions more  Quieter members talking more | **Target date**(s):  December 2017  February 2018  May 2018 |