## Skills Audit Template



### Skills Audit

#### (Volunteer) Name

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| --- |
|  |

#### Date

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|  |

#### Leadership Skills

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| --- | --- | --- | --- | --- |
|  | **Beginner** | **Intermediate** | **Advanced** | **Expert** |
| Leading group discussions and meetings |  |  |  |  |
| Delegating tasks and responsibilities |  |  |  |  |
| Providing guidance and support to team members |  |  |  |  |

#### Communication Skills

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Beginner** | **Intermediate** | **Advanced** | **Expert** |
| Effective verbal communication |  |  |  |  |
| Clear and concise written communication |  |  |  |  |
| Active listening and empathy |  |  |  |  |

#### Organisation Skills

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Beginner** | **Intermediate** | **Advanced** | **Expert** |
| Time management and prioritisation |  |  |  |  |
| Planning and coordinating events or activities |  |  |  |  |
| Maintaining accurate records and documentation |  |  |  |  |

#### Teamwork and Collaboration

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| --- | --- | --- | --- | --- |
|  | **Beginner** | **Intermediate** | **Advanced** | **Expert** |
| Working effectively in a teamenvironment |  |  |  |  |
| Respecting diverse perspectives and opinions |  |  |  |  |
| Resolving conflicts and overcomingchallenges |  |  |  |  |

#### Event Planning Skills

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| --- | --- | --- | --- | --- |
|  | **Beginner** | **Intermediate** | **Advanced** | **Expert** |
| Identifying event objectives and goals |  |  |  |  |
| Budgeting and financial management |  |  |  |  |
| Coordinating logistics and resources |  |  |  |  |

#### Technical Skills

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Beginner** | **Intermediate** | **Advanced** | **Expert** |
| Proficiency in using relevant softwareor technology tools(e.g. Microsoft Office) |  |  |  |  |
| Technical knowledge related to specific committee tasks or responsibilities |  |  |  |  |

#### Notes

Use the space below for any additional comments, examples, or reflections related to skills

and experiences.

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