

Section 2.4 Activities

Activity 2.4.1 Develop a Skills Profile

Conduct a skills audit to:

- Ascertain both generic/soft and specialist skills your team may possess
- Highlight the skills required and analyse your organisation's gaps and development needs
- Match staff and volunteers to their areas of development and expertise
- Determine which skills and areas your organisation must invest in to reach its funding targets
- Enhance your team's ability to work together and draw on each other's strengths.

How to Conduct a Skills Audit

Have all employees (including Board members) and volunteers complete an individual skills audit. To obtain a comprehensive overview of the available skill base, include 'soft' skills as well as 'hard' skills in your audit.

Soft skills are those skills which are:

- Not reliant upon a set method of acting or doing. How effective you are at a soft skill will change depending on your emotional state, external circumstances, and the people you are interacting with
- Transferable to many career and job situations because they are dependent on your ability to adapt and interpersonal effectiveness
- Never fully mastered because new situations and people will test your competency and push you to learn more.

Collate and keep the information in a readily accessible location.

Allocate a staff member to maintain the information.

Obtain individuals' permission to share the information.

A Skills Audit

Personal details

Name

Phone

E-mail

What qualifications do you have?

List any academic qualifications and courses you have undertaken (e.g., First Aid, Bachelor of Nursing)

Current Role What is your job title?

Years in this or similar fields

Provide a brief description of your work

Instructions for Completing the Skills Audit

When completing these tables, consider how well you can do the skill.

- “Really Well” means that you are very proficient, and have an advanced level of knowledge or skills
- “Well” means that you are more than just proficient, but you could still learn more about the skill
- “I Can Do This” means you are proficient and have a basic level of knowledge or skills
- “More Practice” means that you are not quite proficient, and need to learn more about this skill or knowledge
- “No Knowledge or Experience” means that you have never learned or had opportunity to practice this skill before.

If you can complete a skill “Really Well” or “Well”, please indicate whether you are willing to teach others or be involved in the funding development team. If you have a basic knowledge of a skill, need more practice, or wish to learn a new skill, please indicate whether you are interested in learning the skill.

The following template has been provided for you as a starter. Please adapt to suit your organisation’s needs. Examples of some other categories you may want to include are:

- Business Development Skills
 - I am comfortable establishing new relationships
 - I understand the organisation’s vision, mission, and strategy
 - I have project management skills
 - I can present at community events
 - I have cold-called potential funders
 - I am interested in finding more funding opportunities
 - I can develop a range of promotional products
- Research Skills
 - I am able to find information in print and electronic resources
 - I am knowledgeable about the alcohol and other drug priorities in Australia
 - I am knowledgeable about the alcohol and other drug priorities in my region
 - I know how to reference both primary and secondary sources of information
 - I have some statistical analysis skills
- Consumer Skills
 - I know how to conduct a quality assurance survey
 - I know how to assess whether the services we provide are effective and appropriate
- Evaluating Activities and Services
 - I have experience in conducting evaluations
 - I know how to design evaluation plans
 - I know how to write a budget for a funding proposal
 - I know about the GST rules and can explain them to others
- Budgeting
 - I know how to reconcile a project budget
 - I can write a budget justification
 - I know how to estimate costs
 - I can contact organisations to obtain quotes
 - I can use excel or another budgeting tool
- Writing and Editing
 - I have good written communication skills
 - I can write a range of materials adapting them for different audiences
 - I can write success stories.

For examples of other skills you may want to include in your skills audit, see:

- The University of Warwick, Skills Audit. Available from http://www2.warwick.ac.uk/services/ldc/introcareer/skills/skills_audit.pdf
- The University of Kent, Skills Audits. Available from:
 - https://www.kent.ac.uk/graduateschool/skills/skillsaudit/skills_audit.doc
 - <https://www.kent.ac.uk/graduateschool/skills/rda/Appendix%20to%20Annex%20P%20Researcher%20Development%20Assessment.doc>.

Activity 2.4.1 continued over page

Activity 2.4.1 Develop a Skills Profile Cont.

An example of a skills profile

Communication Skills	Really Well	Well	I Can Do This	More Practice	No Knowledge	I Want to Use This	I Can Teach This	I Want to Learn This
I have good verbal communication skills								
I am able to communicate in a professional manner, including being able to present my ideas in a clear and concise manner								
I am able to communicate with a variety of clients								
I am able to negotiate beneficial outcomes								
I have effective conflict resolution skills								