

## Section 2.4 Activities

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### 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](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/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								

