

## 1.7 Skills Audit template and Example

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### Skills Audit template

Employability skill	STAR response showing evidence of this skill
<b>Business awareness</b> <ul style="list-style-type: none"><li>- Identifying efficiency improvements to help a company make or save money</li></ul>	<b>Situation:</b>  <b>Task:</b>  <b>Action:</b>  <b>Result:</b>
<b>Communication and literacy</b> <ul style="list-style-type: none"><li>- Writing skills</li><li>- Speaking skills</li><li>- Listening, rapport building skills</li></ul>	<b>Situation:</b>  <b>Task:</b>  <b>Action:</b>  <b>Result:</b>
<b>Entrepreneurship skill</b> <ul style="list-style-type: none"><li>- Motivating others</li><li>- Decision-making</li><li>- Being assertive</li></ul>	<b>Situation:</b>  <b>Task:</b>  <b>Action:</b>  <b>Result:</b>
<b>Information Technology</b> <ul style="list-style-type: none"><li>- IT skills</li></ul>	<b>Situation:</b>

# Skills Audit Template

**Paula J. MacLean**



**Skills Audit Template:**

## Unveiling the Magic of Words: A Report on "**Skills Audit Template**"

In a global defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their power to kindle emotions, provoke contemplation, and ignite transformative change is actually awe-inspiring. Enter the realm of "**Skills Audit Template**," a mesmerizing literary masterpiece penned by way of a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve to the book is central themes, examine its distinctive writing style, and assess its profound affect the souls of its readers.

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