

Nine Skills Assessment



Do you have the Nine Skills needed for Career Success?

Assess yourself and find out!

Over the last decade, I have helped many people navigate their day-to-day career challenges and work on their career progression.

In a competitive market, excellent professional knowledge and experience aren't enough.

There are nine skills that I regularly talk about as being important to navigate the workplace and achieve career success.

This assessment will help you understand which of these skills you need to start working on or work on further.

As you answer each question:

- Have your main role in mind.
- Score each question in this way:

Yes/Mostly = 3

Not sure/Sometimes = 2

No/Rarely = 1

- If a question or section isn't relevant to you, then skip it.

Make sure you read the *Nine Skills needed for Career Success*. You can request the guide [here](#).

If you have any questions, please [email me](#).



A handwritten signature in black ink that reads "Joana".



SKILL 1

Positive Personal Impact

Area	Score	Comments
1. Do you feel confident engaging with others in every professional scenario?		
2. Do you feel at ease speaking to most people at work?		
3. Do people listen and engage with what you are saying most of the time, in different scenarios such as meetings, presentations and in one-to-one conversations?		
4. Are you regularly asked to take the lead in meetings or presentations?		
5. Do you feel able to speak up and be heard and taken seriously at work?		
Total out of 15		



SKILL 2

Managing Senior Relationships

Area	Score	Comments
1. Do you have a positive and collaborative relationship with your line manager or boss?		
2. Do you know the person or people above your line manager or boss?		
3. Do you have senior people who act as mentors for you?		
4. Do senior people in related departments or practices know who you are?		
5. Do you have a good reputation with senior people?		
Total out of 15		



SKILL 3

Managing 'Office Politics' Positively

Area	Score	Comments
1. Do you feel able to handle any stress in your working environment?		
2. Do you think you broadly know what is happening at work?		
3. Do you feel involved in decisions about your career and more broadly?		
4. Do you have a range of positive relationships with people at different levels?		
5. Do people seek your opinion?		
Total out of 15		



SKILL 4

Building Relationships with Clients and Prospects

Area	Score	Comments
1. Do you retain clients or do they come back for repeat work? If you have internal clients, do they seek to engage with you rather than other potential team members?		
2. Do you regularly get connected to potential clients or other contacts by your network?		
3. Do your clients consult you beyond the immediate matter you are assisting with?		
4. Do you proactively communicate with clients and so are rarely 'chased'?		
5. Can you manage difficult client situations reasonably and without anger?		
Total out of 15		



SKILL 5

Benefiting from Constructive Feedback

Area	Score	Comments
1. Do you always have an idea of how you are getting on generally?		
2. When you get developmental feedback, do you always have clarity on what is meant?		
3. Are you able to look at feedback objectively and avoid medium to long term upset or anger?		
4. Do you take active steps to work on the development points you receive?		
5. Do you check in with those who gave you feedback to see if they have noticed a difference after you have taken action?		
Total out of 15		

**SKILL 6****Meeting Effectiveness**

Area	Score	Comments
1. Do you believe the meetings you run are a good use of time?		
2. Are you clear why you are attending most meetings?		
3. Are meeting objectives met in the designated timeframe most of the time?		
4. Do you feel like you can speak up and be heard at meetings whether in person or online?		
5. Do you feel confident to present information – formally and informally?		
Total out of 15		



SKILL 7

Managing a Team Effectively

Area	Score	Comments
1. Is your team clear on what it is trying to achieve and the relevant roles and responsibilities?		
2. Are you clear on the strengths of all your team members?		
3. Do you have clear objectives for each team member?		
4. Do you have a development plan for each team member?		
5. Do you consider your team an asset rather than a burden?		
Total out of 15		



SKILL 8

Networking to Get Results

Area	Score	Comments
1. Do you have a strong internal network of people that you know and can talk to about ideas, your career, your role?		
2. Do you have a strong external network of people that you know and can talk to about ideas, your career, your role?		
3. Do you regularly attend industry or client events?		
4. If you wanted to look for a new role, do you know people who could offer help or advice, beyond recruiters?		
5. Do you regularly consider who else you need to know in your sector or market?		
Total out of 15		



SKILL 9

Be Prepared to Get Your Next Role

Area	Score	Comments
1. Do you have a CV that represents you positively and is ready to send, if a new opportunity comes up?		
2. Does your LinkedIn profile represent you positively and accurately?		
3. Do you visit LinkedIn regularly to interact with others?		
4. Do you have an idea of what your next career step might be?		
5. Do you think you come across positively at interview?		
Total out of 15		

Scores

The Nine Skills	Score out of 15
1. Personal Impact	
2. Managing Senior Relationships	
3. Managing 'Office Politics' Positively	
4. Building Relationships with Clients & Prospects	
5. Benefiting from Constructive Feedback	
6. Meeting Effectiveness	
7. Managing a Team Effectively	
8. Networking to Get Results	
9. Be Prepared to Get Your Next Role	
Total out of 135	

Your action plan

1. Which of the Nine Skills did you score lowest on? Focus on this one:
(if this isn't the most relevant to your role, select the next one with the lowest score that is relevant)
2. Go back to the most relevant skill that you scored lowest on and look at the area within that skill you scored lowest on to see what you need to focus on:
3. Identify something you can work on immediately to improve in that area:
4. Identify something you can work on over the next 3 months to improve in that area:
5. Identify something you can work on over the next 3-6 months to improve in that area:
6. What help do you need to work on these development areas?

Next steps

Now you know which skills and areas you need to focus on, take action.

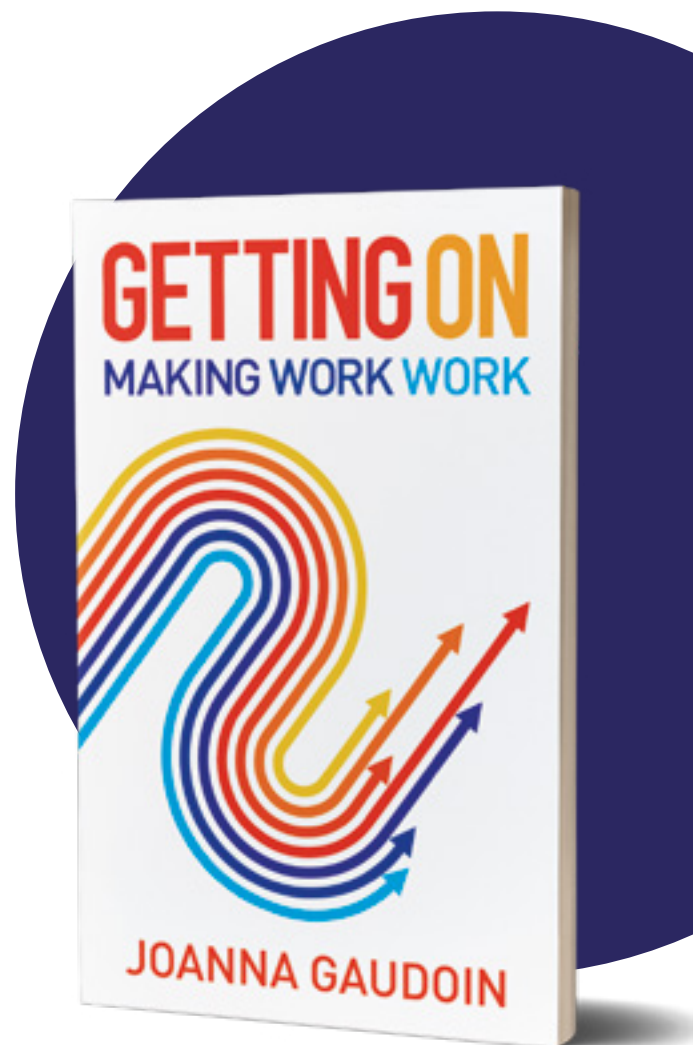
Read my book *Getting On: Making work work*. It's packed full of practical guidance and tips to help you navigate working life, deal with challenges and progress your career.

Please **email me** with any questions.

"Ever wondered why you're not progressing as you want in your career?"

This is a rare, comprehensive and very readable resource to help you with understanding yourself, the sometimes confusing world of work relationships and how to approach things differently. I wish I had been able to read it earlier."

Pauline Freegard MBA, Legal Sector Consultant





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