

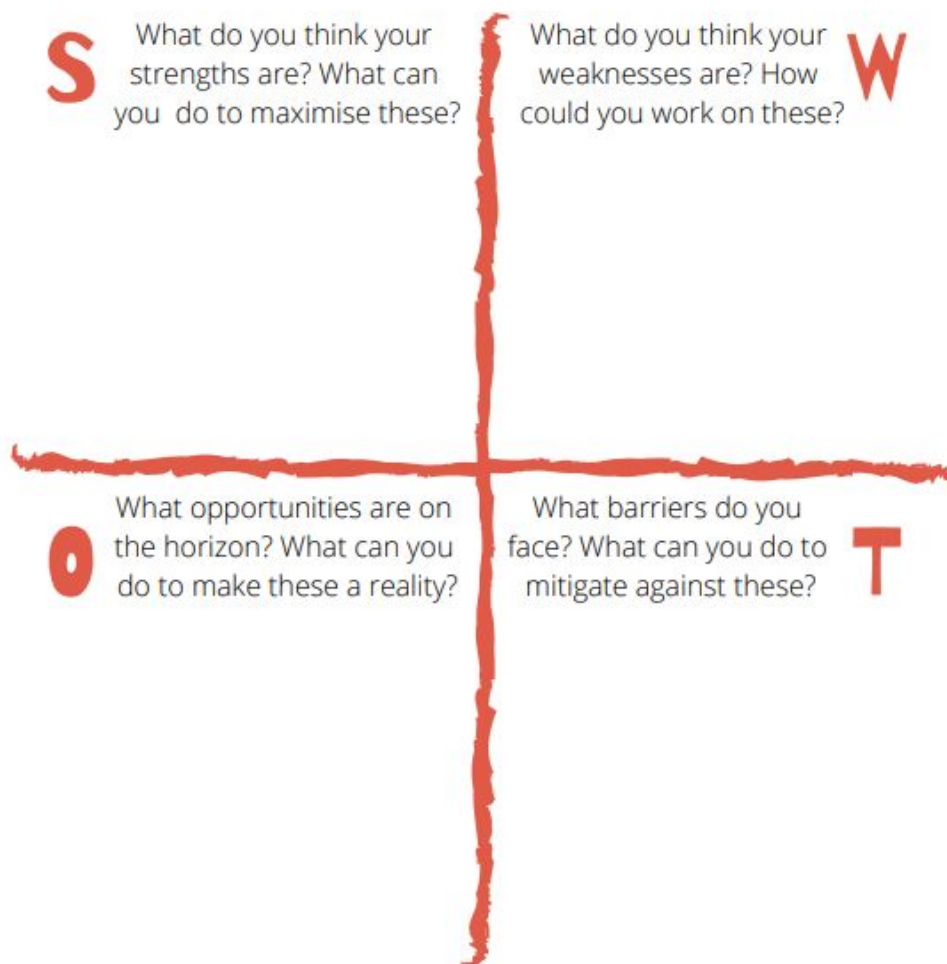
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SKILLS AUDIT

A skills audit is a good opportunity to spend some time reflecting on your mentee's skill set and from this, identify the areas of development. You can then look to work on these in follow up sessions.

1: SWOT analysis

This framework can help you reflect on your strengths and weaknesses and plan for potential opportunities or threats. You can use the grid below as a guideline and once completed, discuss the four areas and how you can advance skills and opportunities, as well as developing weaknesses and mitigating against threats.



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2: Strengths and Weaknesses

Spend some time focussing in on your mentee's strengths and weaknesses. Instead of the SWOT analysis, ask them to write a list of their strengths and weaknesses and explain each of them to you, in order to encourage them to feel comfortable with this level of self reflection (this may take some time!) Often they will realise that they have far more strengths than they initially thought. Also be aware that some weaknesses might be due to a lack of confidence - don't let your mentee use this task as a way of being hard on themselves.

3: Setting Goals

After strengths and weaknesses have been discussed and identified, we'd recommend that you select two strengths and two weaknesses, and set goals on how to develop in these areas. You may create something like this.

Strength?	How am I going to improve/develop this area	How will I know if I have achieved it?	Do I have a deadline I want to achieve this by?
Weakness?	How am I going to improve/develop this area	How will I know if I have achieved it?	Do I have a deadline I want to achieve this by?

4) Applying for a job

If your mentee is looking to apply for a role, these exercises can also be useful to go through in order to highlight the criteria they are already meeting from their skillset, as well as thinking of ways they can develop areas they're not yet meeting. You could draw up a table that looks something like this:

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Role:			
Person specification point	Can I demonstrate that I meet this point?	If yes, what evidence do I have?	If no, how can I develop this/gain experience

5) Online courses and opportunities

<https://nationalcareers.service.gov.uk/find-a-course/the-skills-toolkit>

<https://www.futurelearn.com/>

<https://www.coursera.org/>

<http://www.open.ac.uk/courses/short-courses>

<https://www.lynda.com/>

<https://learndigital.withgoogle.com/digitalgarage>