**Module 2: Personal Profile**

**Student Resource**

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**To use this resource digitally, you must download a copy to your own area before making any changes to the resource.**

**Introduction**

For you to develop your skills, it is important for you to understand the skills you already have. It could be skills you are good at, or skills you would like to work on. Having a deeper understanding of the level of each of your skills helps focus your learning and personal development, as well as guiding your decisions to fit in with your strengths.

By completing this module, you will:

* Think about the things you are good at.
* Think about the skills you might want to develop.
* Consider personal goals to work on during your work experience.
* Learn about the importance of self-reflection.

**Activity 1**

To help you develop your understanding of the skills you already have, rate yourself for each of the skills on the 2 next pages.

I like meeting new people.

Not really Sometimes Absolutely

I like working with other people.

Not really Sometimes Absolutely

I am good at getting things done on time.

Not really Sometimes Absolutely

I am good at making decisions.

Not really Sometimes Absolutely

I like working by myself.

Not really Sometimes Absolutely

I enjoy solving problems.

Not really Sometimes Absolutely


I am good at telling other people my ideas and opinions.

Not really Sometimes Absolutely

I am a good listener.

Not really Sometimes Absolutely

I like to work in a tidy space.

Not really Sometimes Absolutely

I like telling people what to do.

Not really Sometimes Absolutely

I am good at talking in front of lots of people.

Not really Sometimes Absolutely

I will keep trying until I succeed with a challenge.

Not really Sometimes Absolutely

**Activity 2**

Use your answers in Activity 1 to help you choose some personal goals that you can work on during your work experience.

Skills I would like to develop…

For example:

* Working with other people.
* Trying again if I don’t succeed.

I would like to develop my \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by…

For example:

* I would like to develop my communication by meeting new people and asking questions.
* I would like to develop my problem solving by facing one challenge each day.

I would like to develop my \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by…

For example:

* I would like to develop my communication by meeting new people and asking questions.
* I would like to develop my problem solving by facing one challenge each day.

I would like to develop my \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by…

For example:

* I would like to develop my communication by meeting new people and asking questions.
* I would like to develop my problem solving by facing one challenge each day.

**Activity 3**

Think about the things you have done in this module. Answer the questions below by circling the answer you think is most like how you feel.

1. Has this module helped you learn about yourself?

No A bit A lot

1. Has this module helped you learn about jobs?

No A bit A lot

1. Has this module helped you learn about teamwork?

No A bit A lot

1. Has this module helped you learn about being a good employee?

No A bit A lot

1. Has this module helped you learn about the ways you could get to your work experience?

No A bit A lot