

# Team skills survey

Tick the level that fits you today. This feeds the team skills matrix; it is not a performance rating.

Team \_\_\_\_\_

Date \_\_\_\_\_

**1** How well can you write clear emails, reports and instructions?

☐ Not yet ☐ With help ☐ On my own ☐ Even hard ones ☐ Can teach it

**2** How well can you explain an idea out loud to a group?

☐ Not yet ☐ With help ☐ On my own ☐ Even hard ones ☐ Can teach it

**3** How well can you find the cause of a problem and fix it?

☐ Not yet ☐ With help ☐ On my own ☐ Even hard ones ☐ Can teach it

**4** How well can you use the main software your job relies on?

☐ Not yet ☐ With help ☐ On my own ☐ Even hard ones ☐ Can teach it

**5** How well can you work with numbers and data in a spreadsheet?

☐ Not yet ☐ With help ☐ On my own ☐ Even hard ones ☐ Can teach it

**6** How well can you handle a customer or client who is unhappy?

☐ Not yet ☐ With help ☐ On my own ☐ Even hard ones ☐ Can teach it

**7** Which of these skills do you use at least once a week in your job? (tick all that apply)

☐ Writing ☐ Speaking ☐ Problems ☐ Software ☐ Data ☐ Customers

**8** How much of what you can do does your current job use?

☐ Nearly all of it ☐ Most of it ☐ About half ☐ Less than half

**9** Which of these skills would help you most to build this year?

☐ Writing ☐ Speaking ☐ Problems ☐ Software ☐ Data ☐ Customers

**10** What is one skill you have that your current job does not use?

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**11** Your name, so your answers can go into the team skills matrix

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## Optional questions (1 of 3)

Add any of these to the core questions. Keep the numbering running on from page one.

### Digital and data skills

12 How well can you build a spreadsheet that uses formulas?

☐ Not yet ☐ With help ☐ On my own ☐ Even hard ones ☐ Can teach it

13 How well can you turn data into a clear chart or dashboard?

☐ Not yet ☐ With help ☐ On my own ☐ Even hard ones ☐ Can teach it

14 How well can you use an AI assistant to draft or check your work?

☐ Not yet ☐ With help ☐ On my own ☐ Even hard ones ☐ Can teach it

15 How well can you spot a phishing email or unsafe link?

☐ Not yet ☐ With help ☐ On my own ☐ Even hard ones ☐ Can teach it

16 How well can you automate a task you repeat every week?

☐ Not yet ☐ With help ☐ On my own ☐ Even hard ones ☐ Can teach it

17 How well can you learn a new app without a training course?

☐ Not yet ☐ With help ☐ On my own ☐ Even hard ones ☐ Can teach it

### People and leadership skills

18 How well can you give a colleague feedback they can act on?

☐ Not yet ☐ With help ☐ On my own ☐ Even hard ones ☐ Can teach it

19 How well can you train a new starter in your part of the work?

☐ Not yet ☐ With help ☐ On my own ☐ Even hard ones ☐ Can teach it

Thank you. Your manager will go through your answers with you.

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## Optional questions (2 of 3)

Add any of these to the core questions. Keep the numbering running on from page one.

### People and leadership skills (continued)

20 How well can you run a meeting that ends with clear decisions?

- ☐ Not yet ☐ With help ☐ On my own ☐ Even hard ones ☐ Can teach it

21 How well can you settle a disagreement between two colleagues?

- ☐ Not yet ☐ With help ☐ On my own ☐ Even hard ones ☐ Can teach it

22 How well can you hand off a task and follow it through to the end?

- ☐ Not yet ☐ With help ☐ On my own ☐ Even hard ones ☐ Can teach it

23 How well can you plan a project from first step to delivery?

- ☐ Not yet ☐ With help ☐ On my own ☐ Even hard ones ☐ Can teach it

### Learning and growth

24 In a typical month, how many hours of work time go to learning?

- ☐ None ☐ Under 1 hour ☐ 1 to 4 hours ☐ 5 or more

25 Which way of learning a work skill suits you best?

- ☐ Shadow a colleague ☐ Short course ☐ Online video ☐ Learn by doing ☐ Reading

26 Would you show colleagues how to do something you are good at?

- ☐ Yes, gladly ☐ Yes, with time for it ☐ Maybe ☐ No

27 Which role, project or task would you like to try in the next two years?

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Thank you. Your manager will go through your answers with you.

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## Optional questions (3 of 3)

Add any of these to the core questions. Keep the numbering running on from page one.

### Skills from outside your job

28 Which languages other than English could you use at work?

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29 Which of these do you hold right now? (tick all that apply)

☐ First aid ☐ Driver's license ☐ Trade license ☐ Professional certification ☐ None

30 What skills from volunteering, hobbies or past jobs might be useful here?

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### About you

31 Which team or department do you work in?

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32 How long have you been in your current role?

☐ Under 1 year ☐ 1 to 3 years ☐ 4 to 10 years ☐ Over 10 years

33 Which best describes your role?

☐ Team member ☐ Team lead ☐ Manager ☐ Senior leader

Thank you. Your manager will go through your answers with you.

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