

BUSINESS SKILLS AUDIT[©]

Developed on the principles of continuing competency, lifelong learning and the negative impact of skills stagnation, undertaking this quick Business Skills Audit will help you (and your L&D Department) identify and prioritise any business skills that are missing and/or under developed which might be or will affect your performance, productivity and profitability.

As promotion is likely, by undertaking this Audit it will also help to highlight any business skills that you will need for your next position within the firm.

Delegate Name	
Current Position	
Next Position	

		Current Position		Promoted Position	
Business Skills Training		Training Received	Training not Received	Training Received	Training not Received
Partnership Development Programme					
Leadership Skills					
Conducting Interview Skills					
Project Management Skills					
Team Leading Skills					
Coaching Skills					
Creativity and innovation Skills					
Conflict Management Skills					
Giving Feedback Skills					
Diversity Skills					
Interview Skills					
Delegation Skills					
Performance Management Skills					
Supervisory Skills					
Motivation Skills					
Associated Development Programme					
Anger Management Skills					
Assertiveness Skills					
Client Meeting Skills					
Difficult Conversations Skills					
Handling Difficult People Skills					
Decision Making Skills					
Negotiation Skills					
NLP Core Skills					
Personal Branding Skills					
Persuasion Skills					
Problem Solving					
Train the Trainer Skills					
Junior Lawyer Development Programme					
Overcoming Procrastination Skills					
Communication Skills					

Business Skills Training	Current Position		Promoted Position	
	Training Received	Training not Received	Training Received	Training not Received
Listening Skills				
Questioning Skills				
Stress Management Skills				
Time Management Skills				
Business Development Programme				
Body Language Skills				
Event Management Skills				
Handling Complaints Skills				
Selling Skills				
Presentation Skills				
Making Small Talk Skills				
Marketing Skills				
Business Networking Skills				
Supervisory Development Programme				
Interview Skills				
Stress Management Skills				
Performance Management Skills				
Train the Trainer Skills				
Diversity Awareness Skills				
Conducting Interviews Skills				
Supervisory Skills				
Female Fee Earners Development Programme				
Negotiations Skills				
Personal Impact Skills				
Personal Branding Skills				
Leadership Style Skills				

Once you have completed this Audit you are now able to effectively organise and develop your business and your business skills training.

We duly give our permission that this Business Skills Audit can be passed to your L&D Department for the further use and development of your business skills or should you wish to discuss this Audit with us and attend one of our development workshops then please contact Jannette at SKILLSANCTUARY Tel. 0207 406 7508.