**Task 2** **Employability Skills Check List**

Name : Placement : Job Role:

**\*\*\* It is often asked at interview “What skills can you bring to my business?” “Please explain when you have demonstrated them “**

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| **Skills** | **Skills I have demonstrated on WX** | **Explain how you have demonstrated skill. What did you do on WX which proves that you have this skill** | **Skills I would like to develop** |
| Time Management  (Punctuality & Timekeeping) |  |  |  |
| Reliability |  |  |  |
| Organisational |  |  |  |
| Communication and literacy |  |  |  |
| Team player |  |  |  |
| Analytical |  |  |  |
| Problem solving & creativity |  |  |  |
| Taking responsibility |  |  |  |
| Enthusiasm and initiative |  |  |  |
| Capacity to work without supervision |  |  |  |
| Flexibility |  |  |  |
| Leadership |  |  |  |
| Integrity(honesty) |  |  |  |
| Negotiation & decision making |  |  |  |
| IT |  |  |  |
| Personal Presentation |  |  |  |

**Task 3**

**Self Reflection**

What three things did I learn about myself from this placement.

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| 1. |
| 2. |
| 3. |