

Real-time skill spotting

Try using this to help spot your skills or to track your confidence in skills you've already identified

Using the skill spotting grid to spot skills

1. Put the skills you'd like to be on the lookout for into the skill spotting grid[†].
2. Track when you notice you've used that skill (or skills) across each day of the week (listed Sunday to Saturday) by marking the grid with a * or cross. Capture any thoughts in the notes column.
3. At the end of the week pause to reflect on the findings in your grid. Did you use skills you'd not even realized?
4. Set yourself an action based on your reflection. For example, if there was a skill you'd have liked to have used but didn't, could you find ways to bring in using it next week?
5. You may now wish to lookout for a different set of skills, create a new skill spotting grid and go for it. Alternatively, have a go at using the skill spotting grid to track your confidence in the skills you've now identified.

† How can you fill out a grid with skills? What skills should you be looking out for? You could focus on a specific skills group from;

- a segment of the Vitae Researcher Development Framework <https://www.vitae.ac.uk/vitae-publications/rdf-related/researcher-development-framework-rdf-vitae.pdf/view>
- Eurodoc's list of transferable skills <http://eurodoc.net/news/2018/press-release-eurodoc-report-on-transferable-skills-and-competences>
- World Economic Forum, Future of Jobs Report 2020 <https://www.weforum.org/reports/the-future-of-jobs-report-2020>

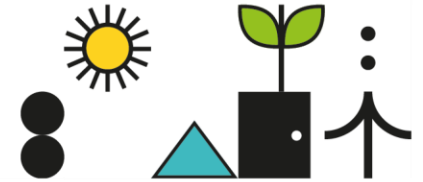




Example of Using the skill spotting grid to spot skills

Skill	Cognitive	S	M	T	W	T	F	S	Notes
Abstraction/creativity			*						Designed new presentation with engaging interactive task tailored to audience
Analysis/Synthesis			*						Analysed feedback data to design new presentation
Critical thinking									
Problem solving					*				Identified limit with online platform, found suitable alternative
Organisation/optimisation							*		Suggested alternative agenda and way to run team meetings
Reflection	Didn't identify any examples of using 'critical thinking' this week. Surprised how having this list of skills focussed my attention on things that I would have overlooked otherwise.								
Action	Focus next week on 'critical thinking' skill. I will find an example of critical thinking and see how I can translate it to my work. I will record one example of using critical thinking by the end of next week.								





Using the skill spotting grid to track your confidence in pre-identified skills

1. Input the skills you've previously identified you've got into the skill spotting grid.
2. Track when you notice you've used that skill (or skills) across each day of the week (listed Sunday to Saturday) and rank how confident you are in using that skill by giving it a score from 1 (not confident) to 5 (very confident). Capture any thoughts in the notes column.
3. At the end of the week pause to reflect on the findings in your grid. Do any of your scores surprise you?
4. Set yourself an action based on your reflection. For example, if there was a skill you'd like to improve your confidence in using, could you find ways to do this?
5. You may now wish to track your confidence for a different set of skills, create a new skill spotting grid and go for it. Alternatively, you may wish to continue to track the same skills and see if you can enhance your confidence.

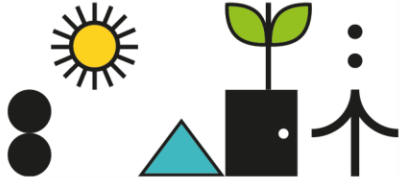




Example of Using the skill spotting grid to track your confidence

Skill	Cognitive	S	M	T	W	T	F	S	Notes
Abstraction/creativity			3						Designed new presentation with engaging interactive task tailored to audience
Analysis/Synthesis			2						Analysed feedback data to design new presentation
Critical thinking									
Problem solving					4				Identified limit with online platform, found suitable alternative
Organisation/optimisation							2		Suggested alternative agenda and way to run team meetings
Reflection	Didn't spot any examples of using 'critical thinking' this week. Surprised how low I've scored my confidence in analysis and organisation/optimisation.								
Action	Will keep same list of skills next week, to work on confidence scores and see if I can spot any examples of 'critical thinking'. I will talk to a colleague about their view of my competence on this list of skills and seek their advice on improving my confidence on one skill from the list by the end of next week.								





Blank skill spotting grid

Skill	S	M	T	W	T	F	S	Notes
Reflection								
Action								