

## Template for recording skill development

### Keyword/skill/attribute

critical thinking [ ]

problem solving [ ]

teamwork [ ]

written communication [ ]

oral communication [ ]

self management [ ]

initiative [ ]

technology [ ]

### Setting

university [ ]

work [ ]

community [ ]

**Context** – (Describe the situation or circumstances that provides the background to this example – give enough detail for the reader to know the importance or degree of difficulty)

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**Action** – (Describe the processes and steps that you followed – what did you actually do? – and try to use 'I' in your statements)

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**Response** – (Describe how people connected with the activity responded. It may be that you would refer to colleagues or peers, supervisors, lecturers, class mates, students or customers. Detail the results you achieved)

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**Learning** – (Discuss what you learnt from the particular situation and how you would do things differently in the future as a result. Also how the experience might inform your future behaviour and actions, including how that knowledge might apply to different work contexts)

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