## Self Assessed Skills Audit Form

Name : Date:

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| **Skills** | **Yes** | **No** |
| * + I have been able to apply theory gained from *Introductory stewards* course into practice where applicable. |  |  |
| * + I have been able to represent at least one member at a disciplinary matter |  |  |
| * + I have been able to support at least one member at a grievance matter. |  |  |
| * + I have been able to represent at least one member at a sickness absence management stage. |  |  |
| * + I am able to relate and compare data from different trade union sources, written or verbal sources, to identify issues and obtain relevant information to assist decision making. |  |  |
| * + I can use an appropriate approach to questioning in order to gain information from which to draw conclusions. |  |  |
| * + I have successfully given a presentation or hosted a workshop for members or other representatives in my branch. |  |  |
| * + I can use a range of ICT packages to support my functions as a steward. |  |  |
| * + I can explore more than one solution in order to solve a problem. |  |  |
| * + I am able to effectively distinguish between different types of workplace issues and use the information gather to inform conclusions about support/ representation. |  |  |
| * + I am able to identify significant opportunities and be pro-active in putting forward ideas for problem solving to my branch. |  |  |
| * + I have built and or developed good working relationships with other representatives in my branch. |  |  |
| * + I have an understanding of the other RCM branch roles. |  |  |
| * + I understand the importance of actively reviewing and maintaining my own development plan in order to set appropriate learning targets. |  |  |
| * + I am able to use union facility time to prioritise the demands on my time when wearing my steward’s hat. |  |  |
| * + I can identify resources and know who to contact when support is required to complete a set task. |  |  |
| * + I have found opportunities to enhance and develop transferable skills within and outside of my role as a steward. |  |  |
| * + I can establish a course of action for myself and evaluate my own performance. |  |  |
| * + I recognise, and share appropriately, my personal successes. |  |  |
| * + I set my own goals and review these systematically. |  |  |
| * + I review any gaps in my understanding and knowledge. |  |  |
| * + I feel confident that I can support a new or aspiring workplace representative. |  |  |
| * + I have spoken to at least one member about the value or RCM membership. |  |  |