

Self Assessment and Action Plan

Refer back to the magazine activity and list the Attributes, Skills and Knowledge you need in your role as a Volunteer Manager. Consider your strengths and areas for development and plot these against each area on the grid below:

1 = Poor

2 = Unsatisfactory

3 = Satisfactory

4 = Good

5 = Excellent

Example:

		PLOT				
		1	2	3	4	5
ATTRIBUTES	Commitment					●
	Determination				●	
SKILLS	Communication			●		
	Negotiation		●			
KNOWLEDGE	Budgeting	●				
	Strategic Planning			●		

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		PLOT				
		1	2	3	4	5
ATTRIBUTES						
SKILLS						
KNOWLEDGE						

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Consider your strengths and areas for development and identify what actions you can take to maintain/develop.

Action agreed by:

Date:

Strengths	Goals (to sustain strengths)	Key actions to build	By whom?	By when?	Review date

Areas needing attention/ improvement	Goals (for improvement)	Key actions to improve	By whom?	By when?	Review date