Below is a list of common skills that appear in person specifications for specialty training. Alongside we have provided examples of how you could show you have developed these skills. Remember that an activity such as undertaking an audit or gaining teaching experience can be used to demonstrate a number of different skills.

***Communication Skills***

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| What you can demonstrate: | Examples of where you can get the experience: |
| * Making people feel welcome
* Building relationships
* Empathising
* Valuing others/thanking others
* Negotiation skills
* Liaison skills
* Influencing skills
* Listening skills and giving appropriate feedback
* Articulating ideas
* Written communication – examples of emails, letters you have written (your accuracy and attention to detail)
 | * Communication with colleagues, nurses, other professionals
* Communication with patients
* In meetings and discussions
* Presentations (international, national or regional)
* Volunteering
* Teaching medical students or F1 doctors
* Report writing/letter writing etc.
* Breaking bad news
* Taking histories
* Explaining about diagnoses

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***Management and leadership skills***

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| What you can demonstrate: | Examples of where you can get the experience: |
|  * Where you have motivated people
* Where you have delegated responsibility
* Actively sharing information and pooling skills
* Supporting colleagues under pressure
* Directing people
* Decision-making
* Planning and targets
* Driving change
* Evaluating
 | * In meetings and discussions e.g. have you led a multi-disciplinary meeting?
* When you have worked with a team to deliver an end result
* Can you ask to lead a ward round? Try to get written feedback on this for your portfolio.
* Taking a position of responsibility on a committee
* In team projects e.g. audits
* Participation in a regional teaching day
* Suggesting and implementing changes
* Contributions you have made to reports, strategy and policy documents
* Participation in the delivery of team presentations
* Any formal management courses you have attended
* Volunteering e.g. Foundation Rep
* Team sports/ outdoor pursuits e.g. Captaining a sports team
* Previous job
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***Team involvement***

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| What you can demonstrate: | Examples of where you can get the experience: |
| * Where you have motivated people
* The variety of team-working situations you have experienced
* Flexibility in team-working
* Working together to achieve shared goals
* Actively sharing information and pooling skills
* Supporting colleagues under pressure
 | * When you have worked in a team to deliver an end result
* Taking a position of responsibility on a committee
* In team projects e.g. audits
* In meetings and discussions
* Suggesting and implementing changes
* Participation in the delivery of team presentations
* Volunteering
* Team sports
* Mentoring other students or juniors
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***Organisation and planning***

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| What you can demonstrate: | Examples of where you can get the experience: |
| * Setting targets and monitoring progress
* Working without direct supervision
* Combining your job with study, or family commitments
* Managing and prioritising your personal workload
* Working in a pressurised environment
* Multi-tasking

  | * Project work e.g. setting realistic objectives, setting milestones which you need to achieve by a certain date, monitoring / reviewing / recording it regularly, allowing for slippage and difficulties, etc.
* Organising social / sporting / charity events
* In juggling  work and study
* How you manage multi-tasking, multiple projects e.g. prioritising, dividing up into bite sized chunks
* Grant or bursary applications
* Organising a taster session
* Volunteering
* A gap year
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***Empathy and sensitivity***

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| What you can demonstrate: | Examples of where you can get the experience: |
| * Re-active, active listening
* Eliciting feedback
* Handling complaints
* Diffusing difficult situations
* Tact and diplomacy
* Taking in other’s perspectives
* Seeing patients as people
 | * Your doctor-patient relationships
* From working with colleagues
* Teaching or mentoring medical students
* Voluntary work
* Any consultation you have done where you were empathetic towards a patient

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***Teaching***

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| What you can demonstrate: | Examples of where you can get the experience: |
| * An interest in teaching
* Ability to explain topic clearly
* Ability to create an effective learning environment
* understanding your audience’s needs, variety of activities, altering programme as you go along if needed
 | * listening to feedback and adjusting teaching for  next time
* where you have had input into developing a curriculum (e.g. for medical students)
* teaching skills course
* Participation in a regional teaching day
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***Coping with pressure***

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| What you can demonstrate: | Examples of where you can get the experience: |
| * Prioritising cases when busy
* Having to think on your feet when no senior immediately to hand

  | * Working in an environment with difficult patients or staff
* Acute on-call situations
* Presentations you have given
* Any busy environment
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***Vigilance and situational awareness***

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| What you can demonstrate: | Examples of where you can get the experience: |
| * Capacity to be alert to dangers or problems particularly relating to clinical governance
* Awareness of developing situations
 | * Audit
* Working in an environment with difficult patients or staff
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***Problem solving***

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| What you can demonstrate: | Examples of where you can get the experience: |
| * Finding creative solutions to work problems
* Showing strong analytical skills
* Developing a system/ new way of working to improve efficiency
* Overcoming obstacles to achieve an ambition
* Being results driven
 | * Working in an environment with difficult patients or staff
* Examples of where you have had to make tough decisions, where you have weighed up the odds.
* In a research project or audit
* Where you have used your diagnostic and management skills

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***Decision making***

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| What you can demonstrate: | Examples of where you can get the experience: |
| * Making clinical decisions
* Using your own judgement effectively
* Logical approach to making decision
* Getting the balance right between making a decision quickly and effectively looking at all the evidence
 | * Your day to day clinical work
* Audit
* Presentations
* Research
* You career decision-making
* Teaching or mentoring medical students (or F1s)
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***Research and audit skills***

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| What you can demonstrate: | Examples of where you can get the experience: |
| * Showing strong analytical skills
* Knowledge of how to approach researching a topic
* Good use of the internet for research
* Reviewing the peer-reviewed literature on a topic
* Report writing
* Completion of literature searches
* Being able to sort out all the information you have collected
 | * Audit projects
* Study at degree level and beyond
* Writing an article for a journal
* Presentations
* Planning research projects
* Data interpretation/analysis
* Critical appraisal of articles for journal club
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***Professional integrity***

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| What you can demonstrate: | Examples of where you can get the experience: |
| * Taking responsibility for own actions
* Non-judgemental approach to others
* Display honesty and integrity
* Awareness of confidentiality and ethical issues

  | * Your doctor-patient relationships
* From working with colleagues
* Teaching or mentoring medical students
* Audit/clinical governance issues
* Any situation you have been in where you have had an ethical dilemma
* Feedback from your seniors
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***Learning and personal development***

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| What you can demonstrate: | Examples of where you can get the experience: |
| * Demonstrating an interest in furthering your personal development
* Demonstrating self-awareness  and self-reflective practice
* By providing evidence of attending teaching and learning programmes
* Able to accept feedback and constructive criticism
* By showing motivation to learn and continually update skills
 | * Carrying out an audit
* Getting relevant project work
* By [undertaking short courses](https://www.medicalcareers.nhs.uk/career_planning/career_exploration/medical_careers_events_calend.aspx) e.g. those run by one of the Royal Colleges
* By being actively involved in your foundation year education programme
* By organising a taster session
* Reflection in e-Portfolio
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