

RECOGNISING YOUR COMPETENCES

Instructions for completing this exercise:

First, list all the places and situations where you have gained competences. You may have developed skills through work, education, hobbies, and more.

Next, choose one job, study experience, or hobby project that is the most meaningful for you and whose competences you want to reflect on.

Think about the competences you have gained using the questions below. You can use any method that suits you: write freely, create a mind map, draw, or something else.

Reflect on your competences with the following questions:

- What were your main tasks and responsibilities?
- What did you need to know in order to do what you needed to do?
- What special expertise did the task require?
- Where did you succeed and what did you achieve?
- What was the most important thing you learned in this job/study/hobby?
- What was easy for you and what did you enjoy?
- What would you have liked to do more of?
- What would you have liked to learn more about?
- What kind of professional competences did you recognise?

- What general work life skills did you recognise?
- What meta-skills did you recognise?
- Where have you succeeded and what concrete results have you achieved?
- What kind of competences would you like to gain more of?



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