

CHECKLIST

YOU AND YOUR BUSINESS SKILLS

Essential enterprise skill	I have an understanding of this
Practical	
Sourcing supplies and suppliers	<input type="checkbox"/>
Purchasing	<input type="checkbox"/>
Maintaining equipment	<input type="checkbox"/>
IT skills and knowledge	<input type="checkbox"/>
Monitoring quality of product or service	<input type="checkbox"/>
Dealing with customers	<input type="checkbox"/>
Leadership	<input type="checkbox"/>
Negotiating	<input type="checkbox"/>
Making decisions	<input type="checkbox"/>
Solving problems	<input type="checkbox"/>
Financial	
Identifying sources of funding	<input type="checkbox"/>
Managing cash flow	<input type="checkbox"/>
Understanding accounting terms	<input type="checkbox"/>
Understanding accounting techniques	<input type="checkbox"/>
Credit control	<input type="checkbox"/>
Financial recording/bookkeeping	<input type="checkbox"/>
Administration	
Paperwork and general administration	<input type="checkbox"/>
Setting up systems and processes	<input type="checkbox"/>
<i>Continued overleaf</i>	

CHECKLIST

YOU AND YOUR BUSINESS SKILLS CONTINUED

Essential enterprise skill <i>Continued</i>	I have an understanding of this
Marketing and selling	
Selling a product or service	<input type="checkbox"/>
Marketing research and planning	<input type="checkbox"/>
Getting publicity	<input type="checkbox"/>
Tactical marketing activities	<input type="checkbox"/>
Strategic thinking	<input type="checkbox"/>
Communicating	<input type="checkbox"/>
Legal	
Health and safety	<input type="checkbox"/>
Business law	<input type="checkbox"/>
Contract law	<input type="checkbox"/>
Employment legislation	<input type="checkbox"/>
Employment/HR	
Recruiting staff	<input type="checkbox"/>
Managing and motivating staff	<input type="checkbox"/>

Comments