

THE INTERNATIONAL SCHOOL: GOVERNORS' SKILLS AUDIT

Please indicate your level of expertise in the following areas with 1 being no experience and 4 being extensive experience.

MARKET NEED	Level	HUMAN RESOURCE MANAGEMENT	Level
Community Liaison		Career Planning	
Links with National and Local organisations (please specify overleaf)		Discipline and Grievance	
Customer Care		Employment Law	
Market Research/Surveys/Questionnaires		Equal Opportunities	
PUBLIC RELATIONS AND MARKETING		Industrial Placements/Secondment	
Marketing		Monitoring Evaluation and Review	
Publicity		Recruitment & Selection	
IT		Succession Planning	
Application of IT		Training & Development	
Use of Management Information Systems		Work experience placements	
MANAGEMENT		FINANCE	
Business Planning		Competitive Tendering	
Communications		Costing & Estimating	
Management - Operational		Financial Control	
Management - Strategic		Budget preparation	
Negotiation Skills		Budget management	
Project Planning & Management		Audit	
Property Management		CURRICULUM	
Purchasing/procurement		Curriculum Developments	
Quality		Curriculum Delivery	
Board Level Strategic /Policy Development		SPECIAL EDUCATIONAL NEEDS	
Team Briefing		Special Educational Needs	
LEGAL		HEALTH AND SAFETY	
Company Law		Health & Safety	
Education Regulations		Risk Assessment	

SKILLS AUDIT (Additional Information):

Please give further details of any of the above where you have a particular expertise (please include links with national or local organisations):

Please detail below any other specialist knowledge/skills that you have:

Please return this form to:

Or E-mail:

Your Name:

Signature:

Date of Completion: