

## Trade Union Self-Assessment Skills Matrix

**How do you think you are performing against the statements?  
Please be very accurate and honest. Put a cross on the box which represents you. All information is CONFIDENTIAL.**

1. When I stand up and present information/news to my colleagues, I believe I am.....

UNDER-CONFIDENT	OKAY	GOOD	EXCELLENT

2. When I stand up and present information to management, I believe I am.....

UNDER-CONFIDENT	OKAY	GOOD	EXCELLENT

3. When I talk and deal with managers on difficult work issues I think I appear to them as.....

UNDER-CONFIDENT	OKAY	GOOD	EXCELLENT

4. When I have to help/advise workplace members/employees who have difficult workplace issues, I believe I am.....

UNDER-CONFIDENT	OKAY	GOOD	EXCELLENT

5. When I have to understand and explain to colleagues/employees complex financial information from the company, I believe I am.....

UNDER-CONFIDENT	OKAY	GOOD	EXCELLENT

6. When meeting with senior management to represent a trade union member on a disciplinary issue, I believe I am.....

UNDER-CONFIDENT	OKAY	GOOD	EXCELLENT

7. As a member of the workplace committee representing an agreed trade union view/position to employees, I believe I am.....

UNDER-CONFIDENT	OKAY	GOOD	EXCELLENT

8. As a member of the workplace committee representing an agreed trade union view/position to management, I believe I am.....

UNDER-CONFIDENT	OKAY	GOOD	EXCELLENT

9. In negotiations with members/employees on issues I believe are not trade union matters, I am.....

UNDER-CONFIDENT	OKAY	GOOD	EXCELLENT

10. I believe my understanding of the role and responsibility of a workplace trade union representative is.....

UNDER-CONFIDENT	OKAY	GOOD	EXCELLENT

11. I think my ability to understand, engage and consult with employees on a psychological level is.....

UNDER-CONFIDENT	OKAY	GOOD	EXCELLENT

12. I believe my ability to independently identify important issues and propose alternatives when negotiating with management is .....

UNDER-CONFIDENT	OKAY	GOOD	EXCELLENT

13. I believe my ability to organize a workplace campaign and communicate it positively at all levels is.....

UNDER-CONFIDENT	OKAY	GOOD	EXCELLENT

14. I believe my understanding and ability to work as a trade union 'team' in my workplace is.....

UNDER-CONFIDENT	OKAY	GOOD	EXCELLENT

15. I believe my ability to plan a strategy for a workplace issue and implement it with success is.....

UNDER-CONFIDENT	OKAY	GOOD	EXCELLENT

16. When it is needed, I believe my ability to create an atmosphere of reconciliation in my workplace is.....

UNDER-CONFIDENT	OKAY	GOOD	EXCELLENT

17. I believe my reaction to and way of dealing with stressful situations in the workplace is.....

UNDER-CONFIDENT	OKAY	GOOD	EXCELLENT