

Assessing Performance

Skill Area	Current level of skill 1 - 5	Desired level of Skill 1 - 5	Should you have this skill?	Priority for action A - D
Review Business Performance				
Set business objectives				
Assess business performance				
Improve business performance				
Develop Business Plan				
Review existing business				
Determine marketing plan				
Determine production plan				
Develop financial plan				
Plan staffing issues				
Produce business plan				
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Implement Business Plan				
Action business plan				
Monitor progress against plan				
Review impact of plan				
Plan Business Finances				
Maintain accounts				
Conduct financial forecasts				
Capital investments decisions				
Manage Business Finances				
Manage cash flows				
Maintain profitability				
Work with financiers				
Improve Own Business Skill				
Measure own performance				
Identify development needs				

Use external advisers				
Record keeping				
People Planning				
Assess business staffing needs				
Identify staff development needs				
Monitor staff performance				
Evaluate plan effectiveness				

Skill Area	Current level Of skill 1 - 5	Desired level Of skill 1 - 5	Should you have this Skill?	Priority for Action A - D
Management				
People Management				
Time Management				
Staff Training				
Leadership Skills				
Decision Making				
Planning and Organizing				
Communication				
Instructional Skills				
Motivating Staff				
Negotiation Skills				
Quality				
Quality Assured Systems				
Organic standards and legislation				
Information Technology				
Word Processing				
Data Bases				
Spread Sheets				
The following skill areas relate to existing laws and legislation in the EU - these will affect you soon!	Current level of skill	Desired level of skill 1-5	Tick (1) if you should have this skill	Priority for action A-D
Law				

Health and Safety				
Contract Law				
VAT Tax Law				
Employment Law				
Equal Opportunities				
Legislation				
COSHH				
Lift Truck Certification				
First Aid				
Manual Handling				
Risk Assessments -				
Pesticide Certification				
Food Hygiene -				
HACCPs -				
Abrasive Wheels				
Chainsaws				

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PRACTICAL PRODUCTION SKILL AREA	Current level of skill 1 - 5	Desired level of skill 1 -5	Tick (1) if you should have this skill	Priority for action A-D
Livestock: eg. welfare, husbandry, rations				
Workshop: eg welding, machine maintenance				
Maintenance: i.e fencing, hedging. tree planting boundary maintenance				
Construction				
Crop Production (incl. Horticulture) eg. Ploughing. Cultivation, harvesting,				

agronomy, pest and disease				
Vehicles: e.g. tractors, ATVs. 4x4s Might also include horse/ox cart etc.				
Other areas:				