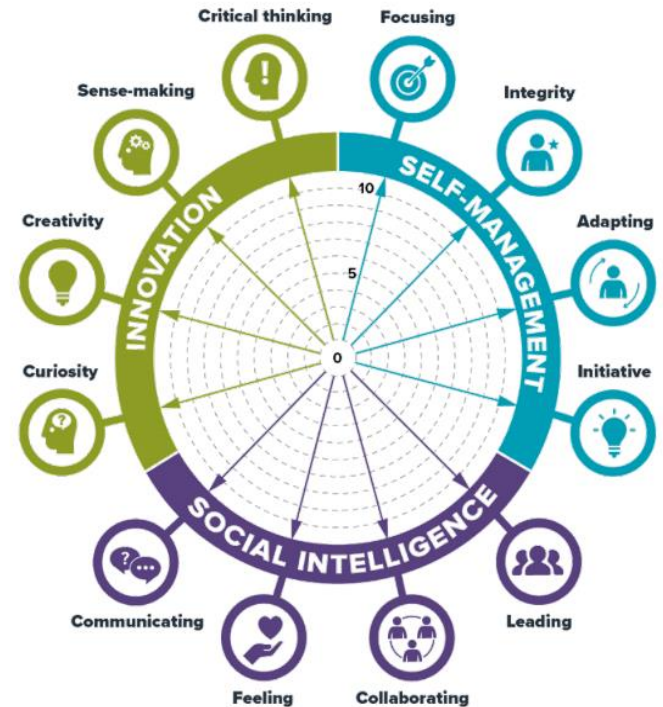# Meta-skills
Self-evaluation Scales

For use with the SDS meta-skills Self Evaluation Wheel

SDS meta-skills self-evaluation wheel

1. First choose which meta-skill you are evaluating.
Think carefully about how and when you use this meta-skill.

2. Decide which statement best describes how you use this meta-skill at the moment.

3. Looking at the statement you have chosen, select one of the two options from the next column which describes you best.

4. Transfer the corresponding number from the last column onto your self-evaluation wheel.

Self-Management

For use with the SDS meta-skills Self Evaluation Wheel.

Integrity - how well do you stay true to yourself?

Which statement below best describes how you use this meta-skill at the moment?	Think about the statement you have chosen and select one of the two related options in blue.	This number will go onto your self-evaluation wheel
I am considered trustworthy and honest; I always take responsibility for my actions.	I am confident	10
	I ask for occasional support	9
Most of the time I am considered honest and trustworthy, and I understand why my behaviour affects other people.	I still need support	8
	It's early days	7
I would like to be considered honest and trustworthy and I understand that my behaviour can affect other people.	I am starting to take responsibility for my actions	6
	I am starting to think for myself	5
I am trying to understand the effects my behaviour has on other people and that others may have different ideas and values.	I try but always need support to keep going	4
	I try but give up easily	3
I find it difficult to take responsibility for my actions.	I would like to try	2
	That sounds like me.	1

Integrity - how well do you stay true to yourself?

Which statement below best describes how you use this meta-skill at the moment?	Think about the statement you have chosen and select one of the two related options in blue.	This number will go onto your self-evaluation wheel
I am considered trustworthy and honest; I always take responsibility for my actions.	I am confident	10
	I ask for occasional support	9
Most of the time I am considered honest and trustworthy, and I understand why my behaviour affects other people.	I still need support	8
	It's early days	7
I would like to be considered honest and trustworthy and I understand that my behaviour can affect other people.	I am starting to take responsibility for my actions	6
	I am starting to think for myself	5
I am trying to understand the effects my behaviour has on other people and that others may have different ideas and values.	I try but always need support to keep going	4
	I try but give up easily	3
I find it difficult to take responsibility for my actions.	I would like to try	2
	That sounds like me.	1

Adapting - how well do you adjust to change?

Which statement below best describes how you use this meta-skill at the moment?	Think about the statement you have chosen and select one of the two related options in blue.	This number will go onto your self-evaluation wheel
I am positive and constructive when faced with new ideas and unexpected challenges. I share my ideas in order to solve problems collaboratively.	**I am confident**	**10**
	I ask for occasional support	**9**
I am responding positively when faced with new ideas. I am learning and building my understanding in order to develop potential solutions.	**I still need support**	**8**
	It's early days	**7**
I am starting to think for myself by thinking through problems and suggesting potential solutions.	**I am starting to take responsibility for my actions**	**6**
	I am starting to think for myself	**5**
I am trying to be more flexible when faced with new ideas and unexpected challenges or changes.	**I try but always need support to keep going**	**4**
	I try but give up easily	**3**
When faced with new ideas and unexpected challenges I find it hard to respond positively.	**I would like to try**	**2**
	That sounds like me.	**1**

Initiative - how well do you think for yourself?

Which statement below best describes how you use this meta-skill at the moment?	Think about the statement you have chosen and select one of the two related options in blue.	This number will go onto your self-evaluation wheel
I think independently and I am confident finding different ways to deal with new situations or unexpected tasks on my own.	**I am confident**	**10**
	I ask for occasional support	**9**
I feel confident when faced with new tasks or situations and I will look at different ways to do things myself.	**I still need support**	**8**
	It's early days	**7**
Sometimes I will take responsibility when faced with new tasks or situations and occasionally I make suggestions about different ways to do things.	**I am starting to take responsibility for my actions**	**6**
	I am starting to think for myself	**5**
I am working on being more confident when faced with tasks or unexpected situations that I find challenging.	**I try but always need support to keep going**	**4**
	I try but give up easily	**3**
I am not yet confident when faced with new things and always rely on others to plan and find solutions to problems.	**I would like to try**	**2**
	That sounds like me.	**1**

Focusing - can you concentrate on what's important?

Which statement below best describes how you use this meta-skill at the moment?	Think about the statement you have chosen and select one of the two related options in blue.	This number will go onto your self-evaluation wheel
I remain focused and can bring together essential information from various sources and draw my own conclusions.	**I am confident**	**10**
	I ask for occasional support	**9**
I listen carefully to identify important information most of the time and can draw conclusions on my own.	**I still need support**	**8**
	It's early days	**7**
I sometimes remain focused and I am starting to listen and ask questions and think for myself.	**I am starting to take responsibility for my actions**	**6**
	I am starting to think for myself	**5**
I am working on being more focused and trying to work through the stages of a task without being distracted.	**I try but always need support to keep going**	**4**
	I try but give up easily	**3**
I struggle to maintain interest and concentrate on a task over a period of time and I am easily distracted.	**I would like to try**	**2**
	That sounds like me.	**1**

Communicating - How you express yourself, listen to others and share information

Which statement below best describes how you use this meta-skill at the moment?	Think about the statement you have chosen and select one of the two related options in purple.	This number will go onto your self-evaluation wheel
I am confident using different means of communicating; verbal, written and digital. I listen and use questions carefully and can adapt the way I communicate to suit different situations.	**I am confident**	**10**
	I ask for occasional support	**9**
I am feeling more confident using different means of communicating. I can listen and use questions to help me understand information most of the time.	**I still need support**	**8**
	It's early days	**7**
I am starting to use different means of communicating and presenting information in different ways. I am trying to listen carefully and ask questions to help me understand information.	**I am starting to take responsibility for my actions**	**6**
	I am starting to think for myself	**5**
I am working on being more confident when communicating with others. I listen but am not always able to understand or communicate information clearly.	**I try but always need support to keep going**	**4**
	I try but give up easily	**3**
I don't yet feel comfortable speaking to other people and I also have some difficulty when using written and digital communication.	**I would like to try**	**2**
	That sounds like me.	**1**

Feeling - Understanding how others are feeling

Which statement below best describes how you use this meta-skill at the moment? →	Think about the statement you have chosen and select one of the two related options in purple →	This number will go onto your self-evaluation wheel
I am always respectful and sensitive to other people's values and feelings. I am aware of the effect my behaviour has on other people and will adapt accordingly.	**I am confident**	**10**
	I ask for occasional support	**9**
I am aware that other people's feelings and emotions may impact on how they speak and behave and know when to make compromises.	**I still need support**	**8**
	It's early days	**7**
I am starting to be sensitive and respect other people's feelings and values so that I make compromises when necessary.	**I am starting to take responsibility for my actions**	**6**
	I am starting to think for myself	**5**
I am trying to understand other people's feelings and respect their point of view and am starting to be able to compromise.	**I try but always need support to keep going**	**4**
	I try but give up easily	**3**
I find it difficult to understand other people's feelings and to adapt to working in different ways.	**I would like to try**	**2**
	That sounds like me.	**1**

Collaborating - How you work with others

Which statement below best describes how you use this meta-skill at the moment? →	Think about the statement you have chosen and select one of the two related options in purple. →	This number will go onto your self-evaluation wheel
I can develop and maintain relationships. I will listen to other people's reasoning and compare different ways of working to help me reach an acceptable shared outcome .	**I am confident** →	**10**
	I ask for occasional support →	**9**
Mostly, I feel confident about building relationships, listening and sharing ideas and working with others towards a shared outcome.	**I still need support** →	**8**
	It's early days →	**7**
I am starting to feel confident when working with others and sometimes will share my ideas to work towards a common outcome.	**I am starting to take responsibility for my actions** →	**6**
	I am starting to think for myself →	**5**
I am working on developing relationships when working with others and I am trying to understand why people act as they do.	**I try but always need support to keep going** →	**4**
	I try but give up easily →	**3**
I am not yet confident working with others and I find it difficult to understand why people act as they do.	**I would like to try** →	**2**
	That sounds like me. →	**1**

Skills Development Scotland

Social Intelligence   For use with the SDS meta-skills Self Evaluation Wheel.

Leading - Behaving in a way that sets an example and motivates others

Which statement below best describes how you use this meta-skill at the moment?	Think about the statement you have chosen and select one of the two related options in purple.	This number will go onto your self-evaluation wheel
I am able to create a sense of direction and purpose, influencing others towards an agreed course of action. I can motivate and encourage others to achieve shared outcomes.	I am confident	10
	I ask for occasional support	9
Mostly, I can take the lead in order to motivate and encourage others towards a shared outcome.	I still need support	8
	It's early days	7
I am starting to feel more confident and will take the lead when asked whilst working with others.	I am starting to take responsibility for my actions	6
	I am starting to think for myself	5
I am working on how to take the lead when working with others.	I try but always need support to keep going	4
	I try but give up easily	3
I am not yet confident enough to take a lead role when working with others.	I would like to try	2
	That sounds like me.	1

Skills Development Scotland

Curiosity - Exploring different things, thinking and asking questions

Which statement below best describes how you use this meta-skill at the moment?	Think about the statement you have chosen and select one of the two related options in green.	This number will go onto your self-evaluation wheel
I enjoy exploring different things and will notice what is important to an issue. I will ask questions to understand more deeply and use a range of sources of information to form opinions and generate ideas.	I am confident	10
	I ask for occasional support	9
Mostly I am confident asking questions and can generate ideas by combining information and listening carefully. I value other people's ideas and use this to develop my own thinking.	I still need support	8
	It's early days	7
I am becoming more confident asking questions and generating ideas, listening carefully and valuing other's opinions and using this to develop my own thinking.	I am starting to take responsibility for my actions	6
	I am starting to think for myself	5
I am starting to become interested in knowing more about an issue and beginning to ask questions to find out more.	I try but always need support to keep going	4
	I try but give up easily	3
I have little interest in asking questions to help me to understand my learning or an issue more deeply.	I would like to try	2
	That sounds like me.	1

Creativity - Thinking for yourself and thinking of new ways to do things

Which statement below best describes how you use this meta-skill at the moment?	Think about the statement you have chosen and select one of the two related options in green.	This number will go onto your self-evaluation wheel
I use my imagination to explore ideas and think new ways of doing things beyond what I have been taught. I am able to learn from my mistakes and from other people's ideas to create something new.	I am confident	10
	I ask for occasional support	9
I am starting to think for myself and learn from mistakes. I use my imagination and can build on other people's ideas to develop new ways to of doing things.	I still need support	8
	It's early days	7
I am more confident using my imagination to think of new ways of doing things and sharing my ideas with others.	I am starting to take responsibility for my actions	6
	I am starting to think for myself	5
I am working on being more confident in my ability to use my imagination to think of new ways of doing things and sharing my ideas with others.	I try but always need support to keep going	4
	I try but give up easily	3
I am not yet confident using my imagination to think of new ways of doing things or sharing my ideas with others.	I would like to try	2
	That sounds like me.	1

Sense-making - How you recognise patterns in things around you

Which statement below best describes how you use this meta-skill at the moment? →	Think about the statement you have chosen and select one of the two related options in green. →	This number will go onto your self-evaluation wheel
I am able to bring together and analyse different types of information to develop new ideas. I can organise my thinking and present thoughts in a structured way for other people.	**I am confident** →	**10**
	I ask for occasional support →	**9**
I am starting to bring together and analyse different types of information to develop new ideas and I am able present information in a logical way.	**I still need support** →	**8**
	It's early days →	**7**
I am now more confident that I can make sense of different types of information and am able to present it in logical way.	**I am starting to take responsibility for my actions** →	**6**
	I am starting to think for myself →	**5**
I am working on being able to make sense of different types of information and I am able to present it in logical way.	**I try but always need support to keep going** →	**4**
	I try but give up easily →	**3**
I am not yet confident making sense of different types of information. I find it difficult to organise information in order to present it.	**I would like to try** →	**2**
	That sounds like me. →	**1**

Critical-thinking - How you think and evaluate information

Which statement below best describes how you use this meta-skill at the moment?	Think about the statement you have chosen and select one of the two related options in green.	This number will go onto your self-evaluation wheel
I think logically and carefully to form an opinion. I can identify and evaluate complex information, breaking problems into smaller more manageable parts to create solutions.	I am confident	10
	I ask for occasional support	9
Most of the time I can think logically. I evaluate information and am working on how to make complex problem solving more manageable.	I still need support	8
	It's early days	7
I am more confident in my ability to think logically and understand information. I am starting to identify problems and find solutions.	I am starting to take responsibility for my actions	6
	I am starting to think for myself	5
I am working on being more organised in my thinking, helping me to understand information and identify problems.	I try but always need support to keep going	4
	I try but give up easily	3
I am not yet confident in my thinking when faced with complicated information and problem solving.	I would like to try	2
	That sounds like me.	1