



## My skills checklist

Rate yourself in these skill areas:

<b>SKILLS NEEDED</b>	Do not have them, but don't need them	Do not have them, but need them to improve the business	Have some, but need further training	Do not have them, but can readily outsource	Already have them to a desired level
Finance and book-keeping					
Marketing and selling					
Communication					
Management					
Legal					
Quality					
Human resources					
Computer/IT					
Customer service					
Import/export					
Negotiating					
Leadership and decision-making					
Other skills					

## Develop an action plan for training

The items you've ticked in the shaded columns need attention. You can investigate ways to develop those skills by considering the following strategies:

- call the SBDC's Small Business Services team (08) 9220 0222 for guidance
- find short [workshops](#), courses or seminars within your budget
- post a question on the [YBN Interactive Forum](#)
- check out the courses at your local [TAFE](#) ([www.tafe.wa.gov.au](http://www.tafe.wa.gov.au))
- investigate any online courses through education institutions
- find a [Mentor](#) (the SBDC may be able to help you)
- use the many [Useful Contacts](#) on the YBN website
- visit the [BILC](#) or a public [library](#) ([www.liswa.wa.gov.au](http://www.liswa.wa.gov.au)) to read their range of books
- contact your [Industry Association](#) to see what services and training they offer
- surf the web, but assess the information carefully