

Skills Audit

Skills	Do I have this skill now?	How can I acquire or improve upon this?	How does this contribute to my business?
Organisational skills	Yes - During my time in education I have developed relatively good organisational skills in order to keep on top of my big workload.	To improve I intend to keep a written log of things I need to achieve on a weekly basis, and also by trying to plan lessons a week in advance to maintain a steady workload.	This is an essential skill as a tutor as I will be organising lesson plans, live performances, and keeping a tight lesson schedule.
Musical ability and knowledge	Yes - I have been playing for 10 years and performing live for 8/9 and have become highly proficient on the guitar and bass while also gaining a substantial knowledge of theory and song structure.	Keeping up with practice and challenging myself with songs of ever increasing difficulty. I intend to take some music theory exams as well and also the possibility of doing a guitar diploma.	This is essential to my business as it is essentially the backbone of what I do. The better I become of a musician, the better of a service I can provide to my students.
Communication skills and networking	Yes - I have had to build up many contacts over the years and communicate with many people regarding music on a regular basis. I always try to be as clear and informative as possible.	To improve here I will be making sure my email and mobile number are publicly available through my advertising, and I will be ensuring I keep in regular contact with clients regarding their progression and potential performance opportunities.	This is another essential skill as I will be reaching out, and being reached out to by clients and I will need clear and understandable communication to maintain a good level of professionalism.
Teaching experience	To a small degree - I have taught a few people before, but not as a profession. I will need to develop my experience as time goes on.	To improve I will be researching effective tuition techniques, developing techniques I find to work well, and seeking advice from some of the tutors I am close with.	This is a big part of how successful my business may be. I will need to adapt quickly to each student and try to provide the most professional and enjoyable experience possible.

Social skills	Yes - I am a very outgoing person in my day to day life, and always try to be as kind and friendly to others as I can be.	To improve I can keep on socialising at events, and getting involved in conversations with aspiring musicians and encouraging them to play live.	This is easily overlooked as a skill, but I feel this is very important in the effectiveness of my service as I am more likely to retain clients if I am friendly and easy to talk to.
Mathematic skills and financing	To a degree - I have good mathematical skills, however financing a business is a new step for me	To improve I will be researching how to correctly fill out my income spreadsheets and file my tax correctly.	This is essential in order for me to keep track of my annual income and make sure I keep any overheads covered.
Collaborative skills	Yes - I already work with other tutors in hosting the Live at The Lounge events, and I rarely find working with other people difficult or negative.	To improve I need to keep working alongside others to provide the best experience possible at the Live at The Lounge events, and I need to keep students performing live with a band and myself to build up their confidence.	This is more essential for gaining work than anything, as collaborating with others during events is one of the most effective ways of advertising myself as a musician.