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# ICT Self-Assessment Tool for (cultural) social skills

## User Guide

p-consulting.gr

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FEMALE ENTREPRENEUR

BEING A FEMALE ENTREPRENEUR: Project No. 2020-1-ES01-KA204-081956

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## Title

**User Guide of the Female Entrepreneur Self-Assessment Tool for diagnosis of social skills and competences in the CCI Sector.**

## Introduction

Welcome to the User Guide of the Female Entrepreneur Self-Assessment tool!

The Self-Assessment Tool has been designed to enable you to self-evaluate your skills and competences in the Cultural and Creative Industries sector, so as to become more conscious of your own capacities and, therefore, be more critical and competent in your business career.

It will also help you to develop the basic mind frame to analyze critically and identify your own strengths and weaknesses and, therefore, be more ready to start new paths of formation and lifelong learning.

The estimated time necessary to complete the Self-Assessment Tool is about 10 minutes.

Any information provided in the tool is recorded anonymously and will be used solely by the FEMALE ENTREPRENEUR project working team. We will not sell, trade, or transfer an individual's personal information to any third party or entity. FEMALE ENTREPRENEUR partnership s committed to protect your personal data and to respect your privacy. They collect and further processes personal data pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data. [REGULATION \(EU\) 2018/1725 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL.](#)

Basic instructions and guidelines are presented below, so as to make your way around the self-assessment tool as simple and enjoyable as possible!

The Female Entrepreneur team.



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[1] Step 1 of 8

You have entered the self-assessment tool's digital "home" successfully and you are given some useful introductory information. You will have to fill in the information in the fields marked as **REQUIRED**, in order to proceed to following steps.

[HOME](#)
[ABOUT OUR INTERNATIONAL COMPETENCES](#)
[TEST YOUR SELF SKILLS](#)
[FINANCE](#)
[COMMUNICATION](#)
[HUMAN RESOURCES](#)
[CONTACT US](#)

Step 1 of 2

### Self-Assessment Tool for diagnosis of social skills and competences in the CCTS Sector.

The Self-Assessment Tool has been designed to enable you to self-evaluate your social skills and competences in the Cultural and Creative Industries sector, so as to become more conscious of your own capabilities and, therefore, be more critical and competent in your business career.

It will also help you to develop the basic mind frame to analyse critically and identify your own strengths and weaknesses and, therefore, be more ready to start new paths of formation and lifelong learning.

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Full name (required)

Age (required)

Country (required)

Your email (required)

### [1.1] The “Next” button

After having filled in the information marked as required, the magenta arrow points to the “next” button where you click on, to proceed to the next step.





Step 1 of 8 12%

### Self-Assessment Tool for diagnosis of social skills and competences in the CCIs Sector.

The Self-Assessment Tool has been designed to enable you to self-evaluate your social skills and competences in the Cultural and Creative Industries sector, so as to become more conscious of your own capacities and, therefore, be more critical and competent in your business career.

It will also help you to develop the basic mind frame to analyze critically and identify your own strengths and weaknesses and, therefore, be more ready to start new paths of formation and lifelong learning.

The estimated time necessary to complete the Self-Assessment Tool is about 15 minutes. Any information provided in the tool is recorded anonymously and will be used solely by the FEMALE ENTREPRENEUR project working team. We will not sell, trade, or transfer an individual's personal information to any third party or entity. FEMALE partnership is committed to protect your personal data and to respect your privacy. They collect and further processes personal data pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data. [REGULATION \(EU\) 2018/1725 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL](#).

Full name *(Required)*

Age *(Required)*

Country *(Required)*

Your email *(Required)*

Next

## [2] Step 2 of 8

You are now in step 2 of 8 and the magenta arrows point to your choice of reaction to the statements presented for the competence area “Adaptability” (strongly disagree, disagree, neutral, agree, strongly agree). Be kindly reminded that you have to choose reaction to the statements of the competence area marked as **[REQUIRED]**.

HOME ASSESS YOUR ENTREPRENEURIAL COMPETENCES TEST YOUR SOFT SKILLS ONLINE COURSE NEWS OUR PARTNERS CONTACT US

Step 2 of 8 45%

### Adaptability *(Required)*

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
I can easily adapt to changing environments and I am able to adjust well to changing market demands	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am able to switch to alternative approaches in times of transformation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can deal with unexpected situations. I am able to work with different kinds of people and groups	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am afraid of change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am open to trying new things	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Previous Next

### [2.1] The “Previous” & “Next” buttons

Once you choose reactions in this step, the magenta arrows point to the “previous” button (if you wish to go back), and the “next” button to proceed further with your self-assessment. Click on either.



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Step 2 of 8

25%

**Adaptability (Required)**

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
I can easily adapt to changing environments and I am able to adapt well to changing market demands	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am able to switch to alternative approaches in times of transformation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can deal with unexpected situations / I am able to work with different kinds of people and groups	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am afraid of change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am open to trying new things	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Previous Next

### [3] Step 3 of 8.

You are now in step 3 of 8 and the magenta arrows point to your choice of reaction to the statements presented for the competence area “Communication” (strongly disagree, disagree, neutral, agree, strongly agree). Be kindly reminded that you have to choose reaction to the statements of the competence area marked as [REQUIRED].

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Step 3 of 8

37%

**Communication (Required)**

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
I am able to effectively transmit the content of an idea to other people and I can clearly & effectively transmit express my ideas and opinions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I know how to negotiate with others about a certain issue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am capable of building networks and establishing contacts with key actors in my area of business	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am an active listener	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I check if others have understood the message I communicate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I know how to communicate diplomatically to those I disagree with	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
When disagreement arises, I am able to investigate the reasons behind it and able to cope with it	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am aware of my non-verbal communication (i.e. body language)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can present and pitch my ideas to others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

#### [3.1] The “Previous” & “Next” buttons



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Once you choose reactions in this step, the magenta arrows point to the “previous” button (if you wish to go back), and the “next” button to proceed further with your self-assessment. Click on either.



#### [4] Step 4 of 8

You are now in step 4 of 8. Please choose your reaction to the statements presented for the competence area “Resilience” (strongly disagree, disagree, neutral, agree, strongly agree). Be kindly reminded that you have to choose reaction to the statements of the competence area marked as **[REQUIRED]**. You can proceed to the next step, by clicking on the “next” button.

Step 4 of 8

50%

**Resilience (required)**

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
I am able to bounceback difficulties that come along	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I demonstrate sufficient lucidity in times of crisis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I focus on achieving my goals in whatever circumstances and I can remain motivated even during stressful or critical times	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am prepared to make an extra effort to successfully enter in a demanding labour market	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am proactive in face of adverse life situations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I know when and by whom to seek support from, when needed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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#### [5] Step 5 of 8

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You are now in step 5 of 8. Please choose your reaction to the statements presented for the competence area “Leadership” (strongly disagree, disagree, neutral, agree, strongly agree). Be kindly reminded that you have to choose reaction to the statements of the competence area marked as **[REQUIRED]**. You can proceed to the next step, by clicking on the “next” button.

Step 5 of 8

62%

**Leadership (Required)**

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
I can easily motivate and inspire other people	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I support others to carry out tasks for a common goal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am able to take initiative for a difficult decision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am comfortable with leading a team and learning from it	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am able to build a collaborative team of individuals working toward the same goal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Previous [Next](#)

#### [6] Step 6 of 8

You are now in step 6 of 8. Please choose your reaction to the statements presented for the competence area “Emotional Intelligence” (strongly disagree, disagree, neutral, agree, strongly agree). Be kindly reminded that you have to choose reaction to the statements of the competence area marked as **[REQUIRED]**. You can proceed to the next step, by clicking on the “next” button.

Step 6 of 8

76%

**Emotional Intelligence (Required)**

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
I am able to understand other people's behaviors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can effectively manage my emotions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am open to constructive criticism	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I process things using self-reflection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Previous [Next](#)

#### [7] Step 7 of 8

You are now in step 7 of 8. Please choose your reaction to the statements presented for the competence area “Creative Thinking” (strongly disagree, disagree, neutral, agree, strongly agree). Be kindly reminded that you have to choose reaction to the statements of the



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competence area marked as **[REQUIRED]**. You can proceed to the next step, by clicking on the “next” button.

Step 7 of 8

87%

**Creative Thinking (Required)**

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
I am able to think “outside the box”	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can generate new ideas to deal with existing issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can come up with innovative ideas and solutions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I know how to apply lateral thinking to solve a problem	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I consider myself a person with imagination	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can approach a situation from different creative angles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Previous **Next**

#### [8] Step 8 of 8

You are now in step 8 of 8. Please choose your reaction to the statements presented for the competence area “Intercultural Awareness” (strongly disagree, disagree, neutral, agree, strongly agree). Be kindly reminded that you have to choose reaction to the statements of the competence area marked as **[REQUIRED]**. You can proceed to the next step, by clicking on the “submit” button (indicated by the magenta arrow).

Step 8 of 8

100%

**Intercultural Awareness (Required)**

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
I respect other people's cultures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I embrace working with a multicultural teams	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am interested in learning about other cultures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I believe creating multicultural workplace is important in today's labour market	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have an understanding of different local business practices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can adapt till procedures to local market needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I consider multicultural environments can bring new insights to a problem	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Previous **Submit**

#### [9] Submission and Level of Competences Result

After clicking on the “submit” button, you will have successfully completed self-assessment of your social skills and you will be transferred to a page, attesting conclusions about your skills according to your choices in each competence area. You will be able to download your report by clicking the “download your report” button (magenta arrow).



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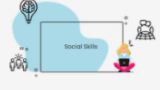
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 Social Skills

You have completed the questionnaire diagnosing and describing your own social skills (as well as those missing). Here are suggested in order to help you to complete cultural skills and competence. Considerations below are based on answers you have given and are related to your answers. You have chosen:

You have in your responsibility to manage, you are not willing to wait if you would like to adapt to new conditions and to make changes in your business life.

You are able to effectively communicate with other people, to listen actively to your interlocutors and subsequently designed that being language were through you can sometimes experience difficulties when it comes to expressing yourself clearly, sometimes you have to make a compromise between the message you communicate.

You know when and how often to seek the support when needed. You can go with leaving some difficulties that you have, but you seem to be confident about it can affect your future motivation.


You have an average ability to motivate and to inspire other people, but sometimes you forget to support them, sometimes you find it difficult to be a team leader. You have a moderate ability to build a collaborative team of individuals working toward the same goal.

You are excellent in understanding other people and you are good in managing your emotions. You are open to consider other cultures.

You have a predisposition to think "out of the box", and you are definitely open to new ideas. Your imagination may be more developed than you think.

You respect for other people's culture and having about it as a right choice. You believe that creating a multicultural workplace is important strategy to grow market.

**Adaptability**  
**Communication**  
**Resilience**  
**Leadership**  
**Emotional Intelligence**  
**Creative Thinking**  
**Intercultural Awareness**

 [Next question](#)

Enjoy!

The Female Entrepreneur team!



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