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KTSoftSkills - Soft Skills for Knowledge Transfer

Project n. 2022-1-IT02-KA220-HED-000089663

KT Soft Skills Self-Assessment Tool

How to use this tool:

1. Go to the 'Self-Assessment' sheet.
2. Enter your score (1–7) for each question in column B.
3. Scores must be between 1 (Strongly Disagree) and 7 (Strongly Agree).
4. After completing all questions, go to the 'Results' sheet to see your scores, levels, feedback, and radar chart.

For the interactive version of the self-assessment, you can contact the project coordinator prof. Elisa Villani e.villani@unibo.it



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Please enter your score (1–7) for each question in column B. 1 = Strongly Disagree, 7 = Strongly Agree.

Score (1-
7)

Question:

- I can understand my own role and those of others in the team.
- I can create an atmosphere that allows everyone to maximise the effectiveness of the team through trust.
- I can provide constructive feedback.
- I can get inspiration from other's ideas and thoughts.
- I can collaborate with others to co-design solutions that suit everyone or the majority of the actors involved.
- I value different perspectives to help me strengthen my understanding of issues or problems.
- I can connect with people in different environments and modes (i.e. online, in-person).
- I have a proactive approach to developing professional relationships.
- I can follow up and keep up professional connections.
- I have a proactive approach to following up and keeping up professional connections
- I value networking as an activity that can enhance my own skills and knowledge and acquire new ones.
- I can use the tools and instruments designed for networking (e.g. social media and AI tools that support networking).
- I can understand the cultural context and motivations that bring the people "at the table" (e.g., do they come from an industrial company, are they part of a research team).
- I can avoid making assumptions or stereotyping people from different cultures or backgrounds so that it does not impact negotiation/discussion.

- I have a proactive approach to display a socially appropriate behaviour without jeopardizing any core values of my institution.
- I can identify and understand the different ways of conducting work (e.g., different modes -online, offline-, timelines, priorities, etc.).
- I can recognize the impact of a cultural/background difference in a negotiation/discussion (e.g., when some actor doesn't respect/recognize authority of a female negotiator).
- I can manage my behaviour to fit the socio-cultural atmosphere of the situation/stakeholders.
- I can recognize verbal and non-verbal cues that express peoples' emotions.
- I can articulate the key elements of the actual Research-Industry context I'm working in (e.g., my office is a tool by which research delivers impact on society).
- I can understand how my everyday work is enacting the overall KT mission.
- I can understand my role as KT professional in a project.
- I can identify and understand the main stakeholders and their drivers in a project.
- I can recognize the key factors of a solution (those factors without which the solution is unforeseeable) to the problems I meet in a project.
- I can foresee possible scenarios of how a project may develop and enact a strategy to address or maximize the success of it.
- I can understand and assess complex interactions between stakeholders that involve conflicting needs and interests.
- I can propose effective win-win solutions that work for everyone in conflicting situations.
- I can influence others and persuade them to reach a common solution.
- I can manage my emotions and stay calm under pressure in high-stakes negotiations.
- I can share my concerns and needs with other stakeholders in a constructive way.
- I can disagree with others if I know this disagreement will lead to a better solution.
- I can prepare myself for a negotiation to ensure I have all the necessary information for a successful strategy.
- I can express myself clearly and in a straightforward way in writing.
- I can express myself clearly and confidently in verbal interactions.
- I can present the invention described in scientific language by the researcher to a non-scientific audience.
- I can adjust my communication style to account for the nuances of different audiences.
- I can actively listen to others.
- I can capture verbal and non-verbal cues.
- I can deal with people who are considered provocative and biased.
- I can understand complex written and oral communication related to scientific or business topics.
- I can develop and implement plan with a clear sequence of the events necessary for completion.
- I can find ways to improve the idea or solution, after they are implemented.
- I can look at problems from different perspectives by asking questions and generating multiple options for a solution.

- I can address conflicting needs and interest in a way that brings all the parties together for a solution that works for everyone.
- I can evaluate potential solutions carefully and thoroughly against a predefined standard.
- I can systematically search for issues that may become problems in the future.
- I can manage time and prioritize tasks conveniently when I have a full agenda.
- I can learn how to develop meaningful relationships with others.
- I can get started to reach my goals.
- I can manage stress and maintain a positive outlook during difficult times.

I value the feedback because it helps me grow and develop.

I can build on my strengths and weaknesses to provide valuable input to my team.

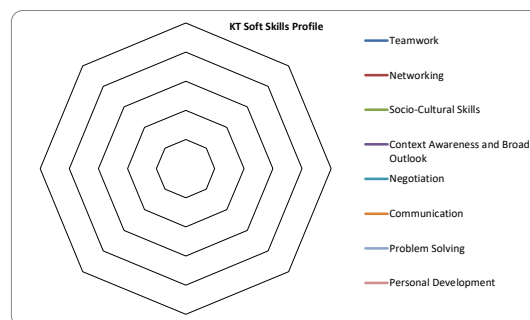
I have a proactive approach / am willing / am eager to adjusting my plans and attitude when circumstances shift.

I can bounce back and refocus on my objectives, when I experience a failure or disappointment.



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Skillset	Score	Level	Feedback
Teamwork	0	1	According to your self-assessment, in this group of soft skills you demonstrate a low level of expertise and capabilities, and your potential for improvement is high. The training in this module seems critical for you.
Networking	0	1	According to your self-assessment, in this group of soft skills you demonstrate a low level of expertise and capabilities, and your potential for improvement is high. The training in this module seems critical for you.
Socio-Cultural Skills	0	1	According to your self-assessment, in this group of soft skills you demonstrate a low level of expertise and capabilities, and your potential for improvement is high. The training in this module seems critical for you.
Context Awareness and Broad Outlook	0	1	According to your self-assessment, in this group of soft skills you demonstrate a low level of expertise and capabilities, and your potential for improvement is high. The training in this module seems critical for you.
Negotiation	0	1	According to your self-assessment, in this group of soft skills you demonstrate a low level of expertise and capabilities, and your potential for improvement is high. The training in this module seems critical for you.
Communication	0	1	According to your self-assessment, in this group of soft skills you demonstrate a low level of expertise and capabilities, and your potential for improvement is high. The training in this module seems critical for you.
Problem Solving	0	1	According to your self-assessment, in this group of soft skills you demonstrate a low level of expertise and capabilities, and your potential for improvement is high. The training in this module seems critical for you.
Personal Development	0	1	According to your self-assessment, in this group of soft skills you demonstrate a low level of expertise and capabilities, and your potential for improvement is high. The training in this module seems critical for you.





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Level

Feedback Text

- | | |
|---|---|
| 1 | According to your self-assessment, in this group of soft skills you demonstrate a low level of expertise and capabilities, and your potential for improvement is high. The training in this module seems critical for you. |
| 2 | According to your self-assessment, in this group of soft skills you could consider further substantial improvement. The training in this module seems optional and valuable for you, but is not critical. |
| 3 | According to your self-assessment, in this group of soft skills you have a solid expertise and capabilities. You might consider some refinement or refreshing. The training in this module may offer less value for you, but still might be useful if you are looking for some detailed knowledge or particular techniques. |