Group GTI

Recording skill development

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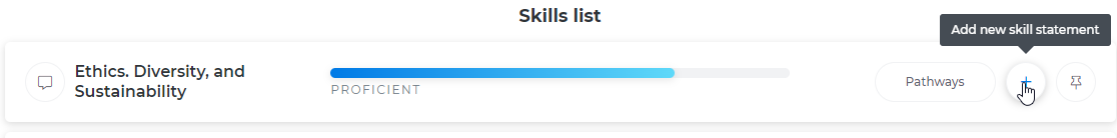
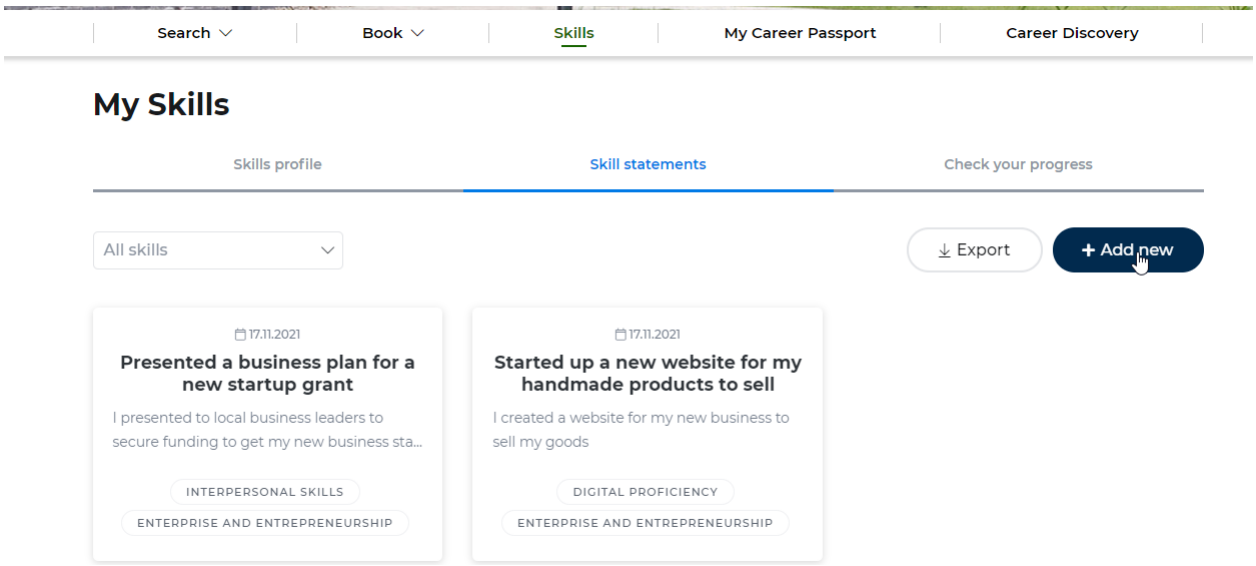
Adding a new statement

There are two ways to start recording personal development towards a skill.
From the Skills Review panel:

1. Click the + sign next to the skill you would like to record your progress against

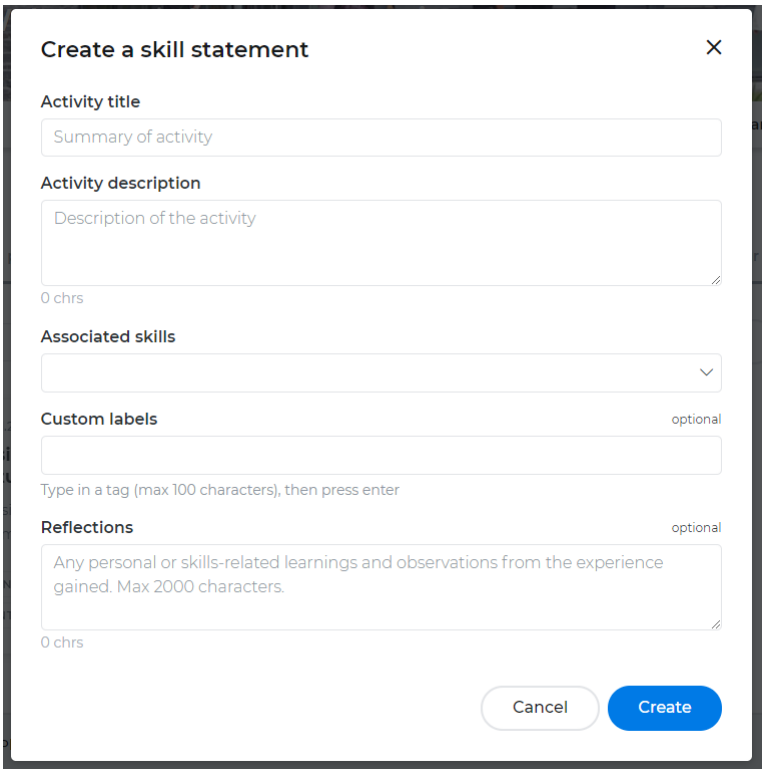


2. Click Add New From the Skills Statement pane



Creating the statement

Once you have opened the modal which allows you to record a new statement there are 5 sections that you can fill in. The first three are mandatory and the last two are optional



Activity title - Give your statement a title which quickly summarises the work that you completed
Activity description - A description of the actions you took
Associated Skills - Select the skill or skills which this statement relates to.

> ⓘ If you clicked the + sign next to a skill from your skills report this will already have the skill filled in

Custom labels - If you would like to add any additional labels to the statements so that you can group your statements together by something other than the associated skills you can add them here.

> ⓘ Custom labels could include the name of the organisation that this work was linked with, or the name of the name of the software which you were using for this task

Reflections - A space for you to record what impact this piece of work has had on you and how you have developed as a result of it.

Filtering Skill Statements

By clicking on the dropdown menu at the top-left of the statements list you can filter your statements to show only those which are linked with the selected skill

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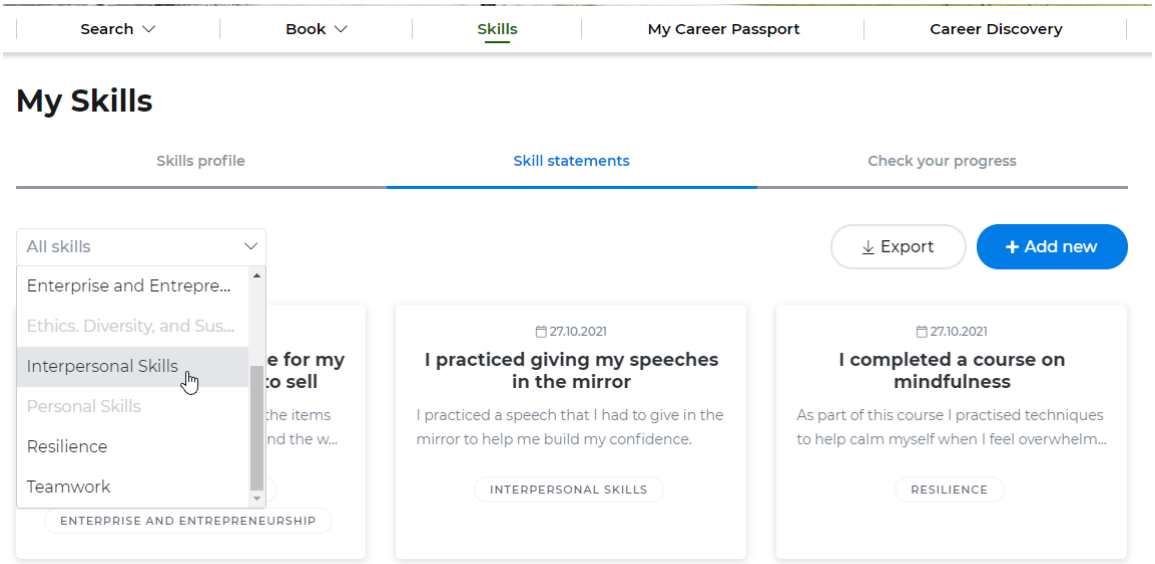
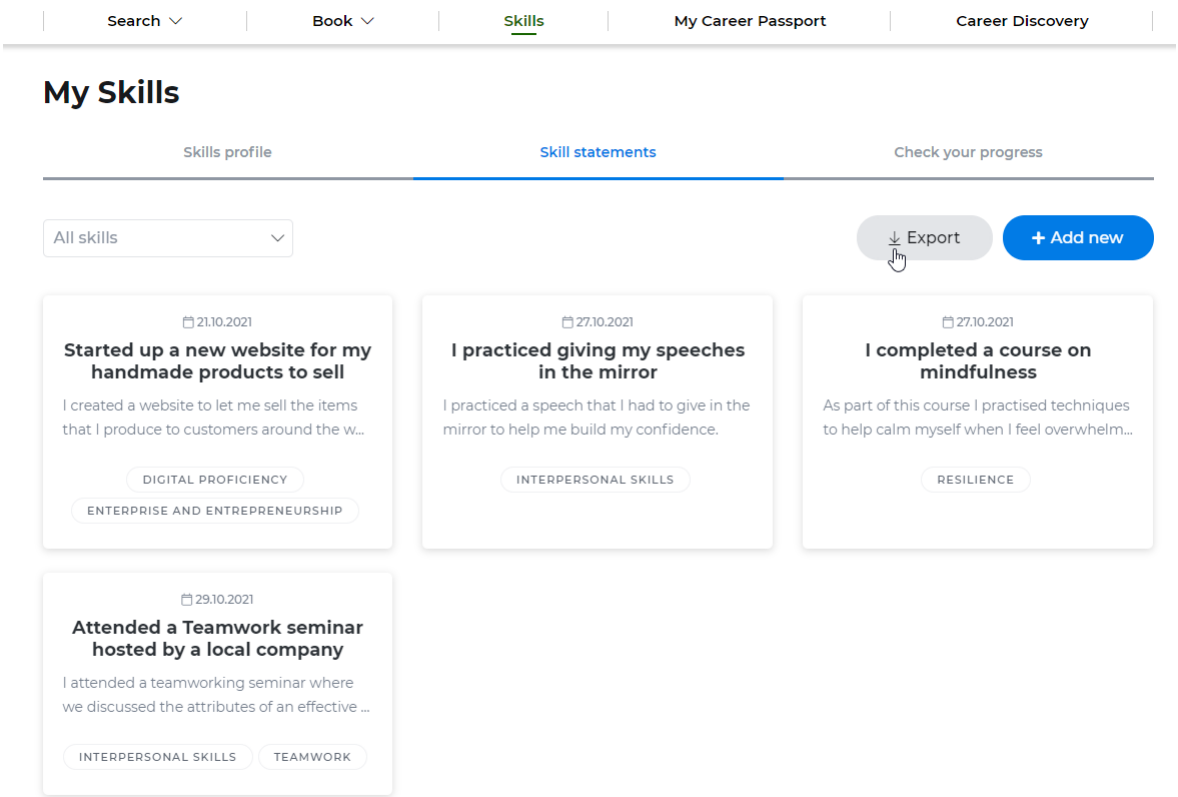


Exporting Skill Statements

By clicking on the Export button on the Skill Statements page you can export all statements to a spreadsheet file which can be printed or searched through. To clear a filter once set either click on another skill to filter by or click the small x next to the currently selected skill's name to show all statements for all skills.