**Birmingham Parent Carer Forum CIC**

**Skills And Knowledge**

 **Confidence:**  How confident are you in your ability to: (0 = not at all confident, 5 = very confident)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Rating** | **0** | **1** | **2** | **3** | **4** | **5** |
| Work as a member of a team? |  |  |  |  |  |  |
| Solve problems? |  |  |  |  |  |  |
| Use a computer? |  |  |  |  |  |  |
| Make a telephone enquiry? |  |  |  |  |  |  |
| Take telephone enquiries? |  |  |  |  |  |  |
| Take notes for yourself? |  |  |  |  |  |  |
| Make notes for a small group? |  |  |  |  |  |  |
| Take minutes of a meeting? |  |  |  |  |  |  |
| Type up and distribute minutes? |  |  |  |  |  |  |
| Talk to other parents 1:1? |  |  |  |  |  |  |
| Attend informal meetings? |  |  |  |  |  |  |
| Talk to practitioners 1:1? |  |  |  |  |  |  |
| Speak out at meetings? |  |  |  |  |  |  |
| Attend formal meetings? |  |  |  |  |  |  |
| Listen to other people? |  |  |  |  |  |  |
| Understand written reports? |  |  |  |  |  |  |
| Make a speech to a group of people? |  |  |  |  |  |  |
| Send an email? |  |  |  |  |  |  |
| Contribute to a group discussion? |  |  |  |  |  |  |
| Contribute to written consultations? |  |  |  |  |  |  |
| Use the internet? |  |  |  |  |  |  |
| Use Power Point? |  |  |  |  |  |  |
| Facilitate a small group? |  |  |  |  |  |  |
| Find out about a topic that interests you? |  |  |  |  |  |  |
| Write pieces for a newsletter? |  |  |  |  |  |  |
| Represent the views of others? |  |  |  |  |  |  |
| Update a website? |  |  |  |  |  |  |
| Complete grant monitoring forms? |  |  |  |  |  |  |
| Collate receipts and invoices for bookkeeping?  |  |  |  |  |  |  |
| Make grant applications? |  |  |  |  |  |  |
| Chair meetings? |  |  |  |  |  |  |
| Train people? |  |  |  |  |  |  |
| Read government documents? |  |  |  |  |  |  |
| Summarise and feedback to others? |  |  |  |  |  |  |
| Write a report? |  |  |  |  |  |  |

Taking all the above into account, how confident do you feel in your ability to:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Rating** | **0** | **1** | **2** | **3** | **4** | **5** |
| Become a parent representative? |  |  |  |  |  |  |
| Join the Management Committee? |  |  |  |  |  |  |

**Skills and Knowledge:**

Definitions: Skill: “Special ability in a task, especially ability acquired by training”. Knowledge: “The facts, feelings or experiences known by a person”

What skills can you bring to the forum?

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If we were to offer training that would give you the knowledge or confidence to participate in any of the above activities and to enable you to take an active role in the forum, what would help you?

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|  |

**Name: Tel:**

**Email address:**