

# IAGSA CPD Skills Checklist

1<sup>st</sup> October 2011 – 30<sup>th</sup> September 2012

Please NOTE the Skills Checklist needs to be completed by all CPD1 Members but is optional for CPDm & CPDmf Members

Candidate Name :

Please note that this is **not** a definitive list of skills.

SKILL	Do you currently or are you about to use this skill for your own work?	Do you want to learn or improve this skill? Could it be useful in the future?	Now transfer this information onto the Skill/Goal/Target section of your 2011-2012 Development Plan, identifying the particular areas of interest
Single Entry Cash Book			
Double Entry Cash Book			
Bank Reconciliation			
VAT Recording			
VAT Import / Export			
Foreign Currency Transactions			
Finance Options and Quotations			
Fixed Asset Register and Depreciation			
Gross Margin & Fixed Cost Analysis			
Partial Budgets			
Whole Farm Budgets			
Gross Margin Budgets			
Cash Flow Forecasts			
Financial Reporting (e.g. to existing & prospective lenders)			
Wages			
Working Time Directive & National Minimum Wage			
Personnel Records			
Livestock Reconciliation			
BCMS & Livestock Movement			
Veterinary Medicine Record			
Statutory Livestock Records			
Quality Assurance Schemes for Milk & Livestock			
Annual Census			
Funding Schemes			
Conservation Grants			
Statutory Arable Records			
SFP: Single Farm Payment			
Quality Assurance Schemes for Arable Crops			
Health & Safety Risk Assessment			

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Statutory Health & Safety Records			
First Aid			
Word Processing			
Spreadsheets			
Databases			
Computerised Accounts			
Computerised Payroll			
Computerised Livestock Recording			
Computerised Arable Recording			
Email			
Using the Internet & Accessing Information			
Diary Systems			
Filing Systems			
Internal Communication with workforce or administration staff			
External Communication including Correspondence			
<b>Personal Development</b>			
<i>Consider also some of the following or similar courses useful to your particular case</i>			
Time Management			
Assertiveness			
Negotiating			
Listening skills			
Customer relations			
Mind mapping			
Marketing			
Networking			
Legal issues			
Decision making			
Problem solving techniques			
First impressions			
Team building			
<b>Add your own here:</b>			