

Welcome to Employability Skills!

What is employability?

Employability Skills aims to develop and enhance skills required for the working environment and improve confidence and communication skills in order to prepare you for employment.



What is the purpose of this task?

To understand what is meant by the term “employability skills”

What will you learn from this task?

- To understand the definition of employability skills To carry out a personal skills audit**
- To understand how you can develop these skills in other aspects of your life**

You will need

CBI skills definitions sheet






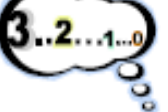

Skills audit worksheets

Skills development worksheets

Task: Part 1

- **In a group discuss what skills you think employers are looking for, allow a few minutes for the discussion.**
- **Project the skills definitions sheet onto a board or flipchart**
- **Working individually – complete the skills audit worksheet by putting a tick or cross in the box that best describes you. Refer to the definitions to help with this.**
- **Allow a few minutes for feedback.**

CBI SKILLS DEFINITIONS SHEET

	Self-management	Accept responsibility, flexibility, resilience, self-starting, appropriate assertiveness, time management, readiness to improve own performance based on feedback/reflective learning.
	Team working	Respecting others, co-operating, negotiating/persuading, contributing to discussions, and awareness of interdependence with others.
	Business & customer awareness	Basic understanding of key drivers for business success – including importance of innovation, taking calculated risks and profit – and the need to provide customer satisfaction and build customer loyalty.
	Problem solving	Analysing facts and situations and applying creative thinking to develop appropriate solutions.
	Communication & literacy	Application of literacy, ability to produce clear, structured written work and oral literacy, including listening and questioning.
	Application of numeracy	Manipulation of numbers, general mathematical awareness and its application in practical contexts (e.g. measuring, weighing, estimating and applying formulae).
	Application of IT	Basic IT skills, including familiarity with word processing, spread sheets, file management and use of internet search engines.

SKILLS AUDIT WORKSHEET

		I am good at this	I am OK at this	I am not confident
Team working	Joining in discussions			
	Working in a group			
	Influencing others			
	Accepting the opinions of others			
	Learning from others			
Customer awareness	Answering questions			
	Dealing with complaints			
	Talking to people I don't know			
	Helping with enquiries			
Problem solving	Analysing facts			
	Understanding why things go wrong			
	Finding solutions			
	Working to a set of rules			
Self-management	Meeting deadlines			
	Getting to places on time			
	Being responsible for my belongings			
	Working to a goal			
	Not using my mobile phone for an hour			
Communication	Asking questions			
	Listening to others			
	Being accurate with my work			
	Writing clearly			
	Using computers to find and store information			
	Speaking to a group			
	Speaking to people in authority			
	Using e mail appropriately			
Numeracy and ICT	Analysing figures			
	Using standard computer packages such as Word or Excel			
	Doing basic sums without a calculator			
	Keeping track of what I spend			

Task: Part 2

Working individually – take a copy of the skills development worksheet. In the boxes record what skills you have developed or could develop in other areas of your life.

Skills Development Worksheet

Education	Friends	Music/Art
Sport	Me	Part time job
Home	Personal Hobbies	Volunteering

Review

- **How easy or difficult was this task?**
- **Did you fill in more or less than you expected to?**
- **Where do you think your main skills are?**
- **Could you now describe your skills to others?**
- **How might your personal skills affect the type of career you choose?**

Extension

If you want to spend longer on this activity...

- **How would you use this knowledge about your skills in a job application or for an interview?**
- **If you haven't had any work experience how can you use your other activities to gain evidence that you have skills?**