

Developing Top Employability Skills

Which of these skills will be important for you?

Communication Skills

- Appearing efficient, knowledgeable and professional
- Having good written skills
- Being able to express yourself clearly
- Being able to present, explain and discuss with others
- Having well produced application forms and CVs
- Performing well at interview and on the telephone

Negotiation And Persuasion

- Sorting conflict
- Having a flexible attitude
- Good listener and sympathetic to the needs of others
- Clinching deals
- Finding compromises and solutions
- Getting support

Team Work

- Pulling together
- Achieving a shared goal
- Playing a role and making a contribution
- Supporting others
- Urging others on
- Looking out for others
- Alerting others to potential problems
- Having fresh ideas

Problem Solving

- Having a logical and analytical approach
- Seeing a problem from different angles
- Able to see a range of solutions and their outcomes

Leadership

- Able to take charge and manage a project
- Able to motivate others
- Delegate to others
- Manage and support others to keep deadlines

Organisation

- Able to find what you need when you need it
- Able to keep track of things to do and ensure nothing is missed
- Organise life and tasks in a logical way
- Use formats efficiently to keep deadlines and commitments

Perseverance And Motivation

- Able to stick at something when the going gets tough
- Able to deal with setbacks and turn failures into a success
- See challenges through
- Participate in sports, music, drama, dance or fundraising activities outside school
- Caring for animals, children or older people
- Holding down a part time or holiday job

Ability To Work Under Pressure

- Coping with academic stress and pressure
- Coping with sporting or performing stress and pressure
- Take part in competitions

- Take part in public speaking
- Work in a busy environment
- Multi task

Confidence

- Look confident even when nervous
- Have a smile and good open body language
- Pr-empt what you could be asked and prepare
- Sound convincing and self assured

Produce a plan for developing a range of the above skills. Your plan should have a specific action/s, a time-frame and an achievement outcome