



Somerset Careers Fair

Sparking the imagination of thousands

How prepared are you for the world of work?

Aims:

- To identify key employability skills and qualities
- Reflect on how developed your personal situation is and evidence that could be used to confirm that

Name:	Tutor Group:
School/College:	Date:

You use skills and personal attributes in your daily life without thinking about them.

Employers really appreciate skills and qualities in their workforce... like these below





What do employers want?



Task: A survey asked employers which qualities they looked for most when recruiting young people. List your top 10 qualities employers think most important - 1 being the most important, down to 10-being the least important.

Think: Look at the list and write down/ number your choices

Pair: Working with another person compare your lists. Have you got similar answers? Are they very different? Why do you think this is?

Share: Work with another pair and see what they had. Discuss your answers can you come together and agree on a top 10?

So what have you learned? Anything surprise you in your discussions?



Employability skills

“A skill is an ability that is acquired (learnt) or developed in life through training or experience”

Skill	Explanation...	How I rate myself		
		Green (Good)	Orange (Ok)	Red (Needs work)
Verbal Communication	Can express your thoughts, ideas clearly and confidently through speech			
Written Communication	Can express yourself clearly in writing			
Teamwork	Work confidently with others in a group			
Problem solving	A process of finding solutions (answers) to problems			
Decision making	Can decide the best course of action. Evaluate options, based on logic, fact etc and present a solution.			
Take the initiative	Can use your own judgement to make decisions without asking others for advice. Ability to identify opportunities and then be proactive in putting forward ideas/solutions			
Interpersonal skills	Can interact and communicate well with others... get on with people			
Self-motivation	Can get on with things without being asked; behave in a way in order to do something well			
Planning and organising	Can plan tasks/activities and work them through effectively			
Action planning	Can decide what steps to take to achieve particular tasks/goals and then implement them			
Organisation	Can arrange things, plans, ideas etc. to a particular system so they can be used by yourself or others, and understood easily			
Commercial awareness	Understand how businesses make money; what customers want and the problems there can be in particular areas of business			
Analysing and investigating	Can gather together information in a methodical/systematic way and then establish facts/principles			
Efficiency	Can use time and energy in a good way and not waste any!			
Prioritising work	Can put what you have to do in an order of importance to get things done in time (meet deadlines)			
Leadership	Can motivate and direct others; take responsibility			
Management	Can control and organise things to meet a goal/deadline			
Financial skill	Can plan, direct, monitor, organise and control the money resources needed for a job/task			
Influential	Can influence someone or something using any of the above to achieve a positive outcome			



Key Qualities

“A quality is a defined trait or characteristic”

Quality	Explanation...	How I rate myself		
		Green (Good)	Orange (Ok)	Red (Needs work)
Drive	The determination to get things done; make things happen and look for better ways to get things done			
Persistence	Continuing to do something or trying to do something in a determined way, and get it done.			
Empathy	The ability to share someone’s feelings because you have experienced something similar or by imagining what it must be like in their situation			
Self - determination	Self-regulation and taking responsibility for things you do and things that happen to allow yourself to develop your own future outcomes, resilience and adaptability. Being self-aware allows/enables you to make sense of your own pathway... self-determination empowers you to make a difference/improve and imagine future possibilities			
Self-awareness	Realistic understanding of your own qualities and skills; roles and responsibilities; values and attitudes; needs and interests; aptitudes and achievements. This allows you to make informed decisions about choices, suitability for a role/job etc and then be able to take steps to develop yourself. It provides the foundation for your self-esteem, personal identity and career goals.			
Honesty	Truthful; able to be trusted			
Adaptability	Able and willing to change to meet the needs of different situations/conditions			
Flexibility	Adapt successfully to changing situations and environments			
Loyalty	Can be relied upon. Not changing your friendship with or support for a person/organisation, or in your belief/principles			
Professionalism	Combination of all the qualities that are linked to trained/skilled people			
Positive attitude	Can do attitude... full of hope/confidence or giving cause for hope and confidence			
Engaging	Can interest someone in something and keep them thinking about it			
Inclusive	Works with and tries to include all and treats them fairly and equally			
Thinking outside the box	Generate ideas/problem solving that is not limited by self - imposed barriers... it is not my job etc.			