



# 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

<b>Name:</b>	<b>Tutor Group:</b>
<b>School/College:</b>	<b>Date:</b>

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)
<b>Verbal Communication</b>	Can express your thoughts, ideas clearly and confidently through speech			
<b>Written Communication</b>	Can express yourself clearly in writing			
<b>Teamwork</b>	Work confidently with others in a group			
<b>Problem solving</b>	A process of finding solutions (answers) to problems			
<b>Decision making</b>	Can decide the best course of action. Evaluate options, based on logic, fact etc and present a solution.			
<b>Take the initiative</b>	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			
<b>Interpersonal skills</b>	Can interact and communicate well with others... get on with people			
<b>Self-motivation</b>	Can get on with things without being asked; behave in a way in order to do something well			
<b>Planning and organising</b>	Can plan tasks/activities and work them through effectively			
<b>Action planning</b>	Can decide what steps to take to achieve particular tasks/goals and then implement them			
<b>Organisation</b>	Can arrange things, plans, ideas etc. to a particular system so they can be used by yourself or others, and understood easily			
<b>Commercial awareness</b>	Understand how businesses make money; what customers want and the problems there can be in particular areas of business			
<b>Analysing and investigating</b>	Can gather together information in a methodical/systematic way and then establish facts/principles			
<b>Efficiency</b>	Can use time and energy in a good way and not waste any!			
<b>Prioritising work</b>	Can put what you have to do in an order of importance to get things done in time (meet deadlines)			
<b>Leadership</b>	Can motivate and direct others; take responsibility			
<b>Management</b>	Can control and organise things to meet a goal/deadline			
<b>Financial skill</b>	Can plan, direct, monitor, organise and control the money resources needed for a job/task			
<b>Influential</b>	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)
<b>Drive</b>	The determination to get things done; make things happen and look for better ways to get things done			
<b>Persistence</b>	Continuing to do something or trying to do something in a determined way, and get it done.			
<b>Empathy</b>	The ability to share someone’s feelings because you have experienced something similar or by imagining what it must be like in their situation			
<b>Self - determination</b>	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			
<b>Self-awareness</b>	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.			
<b>Honesty</b>	Truthful; able to be trusted			
<b>Adaptability</b>	Able and willing to change to meet the needs of different situations/conditions			
<b>Flexibility</b>	Adapt successfully to changing situations and environments			
<b>Loyalty</b>	Can be relied upon. Not changing your friendship with or support for a person/organisation, or in your belief/principles			
<b>Professionalism</b>	Combination of all the qualities that are linked to trained/skilled people			
<b>Positive attitude</b>	Can do attitude... full of hope/confidence or giving cause for hope and confidence			
<b>Engaging</b>	Can interest someone in something and keep them thinking about it			
<b>Inclusive</b>	Works with and tries to include all and treats them fairly and equally			
<b>Thinking outside the box</b>	Generate ideas/problem solving that is not limited by self - imposed barriers... it is not my job etc.			