

I. EMPLOYABILITY SKILLS

What are Employability Skills?

Employability skills are defined as skills required not only to gain employment, but also to progress within an enterprise so as to achieve one's potential and contribute successfully to enterprise strategic directions.

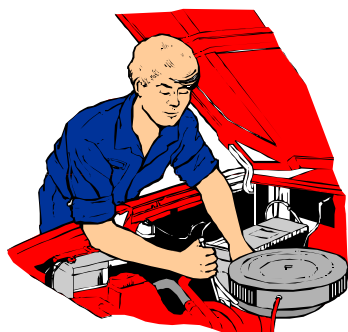
- Employability skills are not specific to one particular occupation or industry (eg the skill of welding or operating a computer). They are required for working in today's changing environment and in the future.
- Employability skills are not only important for gaining employment, but are also needed for making progress in a workplace.
- Employability skills can be developed through participation in the workplace, family and community life.
- Employability skills are sometimes referred to as generic skills; core foundation or key competencies; or workplace know-how.

Key Features of Employability Skills:































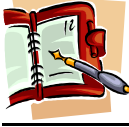

















- They are a set of attributes that contribute to overall employability.
- Emphasis on quality.
- Emphasis on continuous improvement.
- Recognition of the value of learning and the important of lifelong learning.

Activity:

What do you think transferable skills are?



The Eight Employability Skills:

<p><u>Communication Skills</u> which contribute to productive and harmonious relations between employees and customers</p> 	<ul style="list-style-type: none">  Listening & understanding  Speaking clearly & directly  Writing  Negotiating  Sharing information  Persuade effectively  Establish & utilize Networks  Being assertive  Sharing information
<p><u>Teamwork skills</u> which contribute to productive working relationships and outcomes</p> 	<ul style="list-style-type: none">  Working as an individual or a team member  Recognise & respect peoples diversity  Coaching or mentoring  Sharing information & expertise  Being flexible  Motivate for high performance
<p><u>Problem-solving skills</u> which Contribute to productive outcomes</p> 	<ul style="list-style-type: none">  Developing creative, innovative solutions  Resolving customer concerns  Applying a range of strategies to solve an issue  Demonstrate independence & initiative in identifying problems and solving them  Develop practical solutions
<p><u>Initiative and enterprise skills</u> which Contribute to innovative outcomes</p> 	<ul style="list-style-type: none">  Adapting to new situations  Being creative  Identifying opportunities not obvious to others  Putting ideas into actions  Generating a range of options  Initiating innovative solutions
<p><u>Planning and organising skills</u> which contribute to long-term and short-term strategic planning</p> 	<ul style="list-style-type: none">  Setting timelines, coordinating tasks for self and others  Being resourceful  Taking initiative & making decisions  Adapt to changing requirements and information  Establish clear goals
<p><u>Self-management skills</u> which contribute to employee satisfaction and growth</p> 	<ul style="list-style-type: none">  Having personal visions and goals  Having knowledge and confidence in own ideas  Evaluating and monitoring your own performance  Taking responsibility
<p><u>Learning skills</u> which contribute to ongoing improvement and expansion in employee and company operations and outcomes</p> 	<ul style="list-style-type: none">  Managing own learning  Contributing to the learning community/workplace  Using a range of mediums to learn eg: peers, IT, courses  Having enthusiasm for ongoing learning  Being open to new ideas & techniques  Acknowledging the need to learn

Technology skills

which Contribute to effective execution of tasks



- Having a range of basic IT skills
- Using IT to organise data
- Being willing to learn new IT skills
- Having the occupational health & safety knowledge to apply technology

The Employability skills Framework also includes 13 *personal attributes* that contribute to overall employability:

▶ Loyalty	▶ Personal Presentation
▶ Positive Self-Esteem	▶ Ability to deal with pressure
▶ Adaptability	▶ Commitment
▶ Enthusiasm	▶ Reliability
▶ Sense of Humour	▶ Common Sense
▶ Honesty & Integrity	▶ Balanced Attitude to work and home life
▶ Motivation	

An individual who has developed these types of skills will not only help the business grow, but will also develop as an individual.

Activity:

In small groups, discuss what you think are the types of social skills that are good for an employee to have?

What kind of actions shows someone has initiative?

Communication:

How good are your communication skills?

✓ Where appropriate

	Yes	Need to improve
Do you speak clearly?		
Do you speak confidently on the telephone?		
Can you spell everyday words?		
Is your handwriting neat?		
Do you look at people as you talk to them?		
Are you able to get your point across, without misunderstandings?		
Can you text message quickly and accurately?		
Can you use e-mail?		
Does your body language send the right message?		
Do you use the internet to search for information?		
Are you able to use a search engine such as Google or Yahoo?		
Are you an active listener?		

Effective active listening is not a passive exercise; it may involve clarifying the statements that have been made, to ensure that there are no misunderstandings about what has been said.

What are some of the ways people communicate?

What skills would an effective communicator have?

Teamwork:

While it is important to be able to work without close supervision, the ability to be an effective participant in a team is vital in today's workforce.

Describe two situations where you have worked as part of a team and what you did (eg sport, classroom/work activity, family)?

1. _____

2. _____

Problem-solving:

It is your 4 year old cousin's birthday in two days time and he/she is having a special birthday party. Everyone is expected to bring a present. You have no money, but you do have the following resources:

Newspaper, Cardboard, Timber, Tools, Fabric, String, Wire, a Packet of Balloons, Paint, Plastic Bags.

Try and think of two things you could make that would be an appropriate birthday present. What are they and what would you need to make them?

1. _____

2. _____

Employers definitely like people who can solve problems themselves, rather than always bringing problems to the management. This is called using your initiative!

Initiative and Enterprise:

Lots of people think of amazing things they could make or do. But it is usually only those who have the energy and innovative and enterprising skills, who are able to take an idea, work with it, produce it, and see that idea become a reality - *this is what employers are looking for!*

Look at the list of words below, being honest, which qualities do you have?

✓ Where appropriate

Creative		Lateral thinker	
Committed		Energy	
Delegated		Involvement	
Self-confidence		Ambitious	
Courageous		Curious	

These are the types of qualities employers are looking for today in their employees,

Planning and Organising:

"Organising is what you do before you do something, so that when you do it, it's not all mixed up." - Winnie-the-pooh

Have you ever had to plan/organise something (eg birthday party, assignment, holiday)?
If so, how did you go about it?

Self-management:

Every employer likes to think that they are getting value for money. This means that they want you to be productive during the time they are paying you.

How do you manage yourself?

✓ Where appropriate

	Yes	No
Are you a procrastinator? (someone who is always putting things off)		
Are you usually late?		
Do you use a "to do" list to stay focussed?		
Do you use a diary to help keep you organised?		
Do you hand in assignments on time?		

Learning:

*"Give a man a fish and you feed him for a day.
Teach a man to fish and you feed him for a lifetime."*

- an old Chinese Proverb

What do you think the above saying means?

How does this apply to learning skills?

Technology:

List as many types of technology used in the workplace as you can:

List as many types of technology and computer programs that you can use:

Overview:

Looking back over the eight employability skills:

Which employability skill is currently your strongest and why?

Which employability skill is currently your weakest and why?



Answer the following questions, your answers will give you clues to qualities, skills and knowledge you have that would be valuable to an employer, look at the eight employability skills if you need help to determine what some of the skills are.

1. What do your friends or family rely on your for?

My Answer:

My Skills Are:

2. What were you praised for by teachers or your parents?

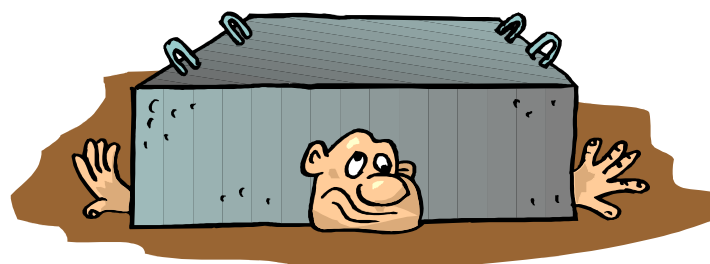
My Answer:

My Skills Are:

3. If your friends were telling someone who didn't know you, what sort of person you are, how would they describe you?

My Answer:

My Skills Are:



4. What are the top 10 qualities or characteristics you admire in other people?

- **Do you have any of these qualities?**
- **When have you show that you have this quality?**

My Answer:

My Skills Are:

5. What problems or difficult situations have you faced in your life?

- **What qualities do you have that allowed you to overcome these?**

My Answer:

My Skills Are:

6. Are you able to come up with solutions to problems you encounter?

My Answer:

My Skills Are:

7. Is there something you can do that you have been able to teach someone else to do (eg cooking, craft etc)?

My Answer:

My Skills Are:

8. Have you ever created, made, designed, built, repaired, and fixed anything that gave you a sense of satisfaction?

My Answer:

My Skills Are:

Developing your employability skills will open up many opportunities and help you avoid being trapped in a job you don't enjoy!