

# Employability Skills

## What are they?

Employability skills are general competencies and behaviours that are essential to help you succeed in a job, in addition to qualifications. They are core skills that you learn through



experiences and make you effective in your work. They are sometimes known as transferable skills because you develop them over time and take them with you as your career develops. You'll need to draw on your past experiences to provide evidence of these skills on CVs and application forms. Here's an overview of the most common skills required by employers.

## Time Management, Organisational and Planning Skills

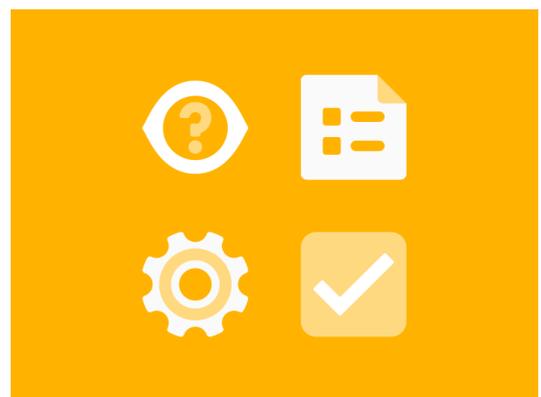
All three of these skills relate to each other in how you manage your time and ensure a high level of productivity. To effectively manage your time, it is important to prioritise tasks so you can complete multiple activities within a specified period. In some jobs you will be working to deadlines so it's important to plan how long activities take, which ones to do first and remain organised so you know where you are up to.

### How to improve these skills

You will have gained skills in this area already when revising for exams, completing a project and perhaps managing a part-time job alongside your studies. To improve on these skills you could organise an event, plan a project or create a timetable to manage your school activities and outside interests.

## Problem Solving

There are many reasons why you need these skills in a job as many issues arise on a day-to-day basis that you may have to find a solution for. You will need to take a logical and analytical approach, be able to use your imagination and make sense of a situation to resolve an issue.



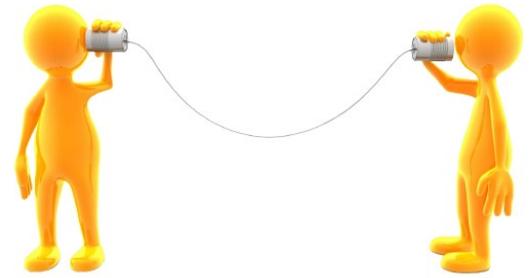
### How to improve these skills

You will definitely have some problem solving skills already perhaps from designing and making products in DT, solving maths problems or analysing science experiment results. To improve these skills you could play chess, do Suduko or logic puzzles, complete a Rubik's cube, make useful items for the home, resolve technical issues with your phone or enter STEM competitions.



## Communication, Interpersonal Skills and Confidence

Communication skills are not just about what you say but how you present yourself and how well you can listen to other people's ideas and opinions. In a workplace, you need to be professional, courteous and polite to other staff members and customers. Interpersonal skills relate to how well you work with and engage with others. Written communication skills are also vital when sending internal and external correspondence such as emails, letters etc.

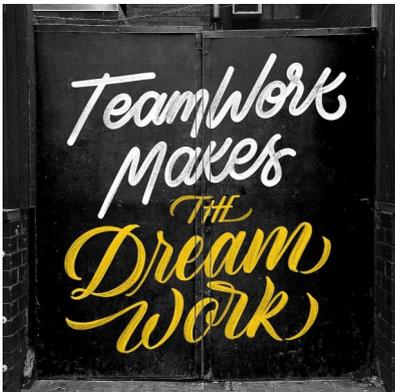


### How to improve these skills

Confidence in presenting and meeting new people comes from practice. An ideal opportunity to improve these skills is through work experience, volunteering or a part-time job. Other ways to enhance these skills are to perform in a stage production, join a debating club or give a presentation.

## Teamwork

In many instances you will be required to work effectively in a team and it's important to work well with people who have different skills, backgrounds and personalities. Following on from the last section, communication and interpersonal skills are essential in helping you to become a good team player. You will need to collaborate, influence and compromise to ensure the team meets its objectives.



### How to improve these skills

To improve these skills you could join a sports team, drama club or music group. Perhaps you could start your own club, organise an event with friends or get a part-time job.

## Resilience

Resilience is not just essential for the workplace it is a vital skill for life. On many occasions, things won't go to plan and how you cope depends on your level of resilience. You will need to be resilient to find a job as you may get a few knock backs before getting hired. Within work, things will go wrong but it is important to focus on the now and use your problem-solving skills to find a solution. Resilience is about constantly trying until you achieve your goal, not giving up, not getting disheartened, remaining positive and carrying on.

### How to improve these skills

Think about a time when things didn't go to plan and how you managed to make sense of it and move forward. Discover what went wrong and what you can do differently next time. Any failures can be used as an opportunity to learn.



## Negotiation and Persuasion

This is about being able to set out what you want to achieve and understand where the other person is coming from so you can both get what you want and feel positive about it. You will need good communication skills and a flexible attitude to be an effective negotiator.



### How to improve these skills

Perhaps you have already persuaded your parents to go along with a choice you have made that they didn't initially agree with or resolved a conflict with your friends or perhaps you have negotiated a discount on a product you have bought. A good start might be to attend a market or car boot sale and negotiate a lower price for an item you want.

## Leadership



You may not be in a management role straight away but if an employer sees that you have leadership potential, you could be promoted into a more responsible position. You may have been a captain of a sports team or head boy/girl but if you haven't, perhaps you have led a team, motivated others and delegated tasks to complete a project on time.

### How to improve these skills

You could become actively involved in a group or club and help organise and lead activities or you could ask for additional responsibilities in your part-time job.

## Ability to work under pressure

Many roles will be stressful at times and it is important that you are able to prioritise tasks and work methodically to get the work done. People manage pressure in different ways and you will find your own way to deal with it.



### How to improve these skills

You will have already been in stressful situations, these may include speaking in front of a crowd of people and managing your nerves, taking exams, passing a test or participating in a sporting event. Working in a busy role in a café, restaurant or shop could help you learn to cope under pressure.

## What else?

You will gain so many skills through any kind of work experience so do as much as you can, always be open to opportunities, participate in extra-curricular activities and stay positive. You are unique and you already have skills, shout about them!

***For careers help and support , please contact  
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