

It's all about skills

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These are skills which are sometimes called 'transferable skills'. They are needed in many different types of jobs by employers. Think about how you can show and develop your skills.



Skill	What is it?	Why is it important?	What can I do to develop it?
Communication 	Getting along well with others, listening and understanding instructions, joining in with discussions.	Effective communication is essential for all aspects of life. It helps to keep organisations running smoothly. Being a good communicator allows you to share information or ideas to different audiences.	Get involved in class discussions, take opportunities to present your work, write a blog, join a debating club.
Problem Solving 	Being logical and finding solutions to difficult situations or tasks.	Problem solving is a really valuable skill to have. Employers want someone who can help them find solutions to problems and this will often involve team work, creativity and resilience.	Have a go at solving puzzles in magazines or online, challenge yourself with your work in school by working on the harder concepts, read the news and get to know more about the world.
Organisation 	Good time keeping, efficiency and being well prepared.	Being organised is vital as an employer will want to know that you will be able to stick to deadlines and be prepared for the work that you do.	Stick to deadlines you're set, set yourself targets or goals, get a part-time job alongside your studies, keep a diary or calendar.
Leadership 	Being able to manage situations, using all resources effectively and, understanding and applying the skills of those around you appropriately.	Having leadership qualities shows a potential employer that you can be strategic, have potential to progress further and maybe even manage a team of staff one day.	Take part in programmes like the Duke of Edinburgh Award or National Citizen Service (NCS), join a cadet programme, take opportunities to lead on projects in school or college.

Creativity 	Creativity doesn't just mean being artistic. To a lot of people creativity is thinking bigger and coming up with ideas or solutions that work well and might not have been thought of before.	Being creative is a great skill to have, it helps with problem solving. Being able to think creatively and think about new ways of doing things will help.	Keep up to date with the news, keep your brain active, write a blog or create videos about something you are interested in.
Teamwork 	Working well with others, knowing each other's skills and talents, and supporting everyone in the team.	All job roles include some form of team working whether it is direct or not. Being able to work effectively and efficiently with your colleagues is a must!	Get involved with team sports or activities, contribute to group projects, volunteer for a local organisation.
Resilience 	Being able to pick yourself up after being knocked back. Taking a moment to evaluate and then trying again from a different angle.	Being resilient is a great skill, it shows you can take constructive feedback and build it into the way you work. It shows an employer or tutor that you are flexible and willing to grow.	Reflect on feedback you are given whether that's in your studies or after an interview, evaluate your work, understand what works well for you and what you might need to do differently and try it that way.
Self-awareness 	Understanding your own strengths and areas for improvement and how you can improve on these.	Being self-aware allows you to understand your own skills and abilities and how you can apply them but also how you can improve on them.	Push yourself out of your comfort zone, do some adventurous activity, take up a sport, challenge yourself with your studies.