SKILLS THAT EMPLOYERS WANT AND HOW THEY CAN BE DEVELOPED

NAME: …………………………………………………….. **UNIVERSITY**: …………………………………………………………

TYPE OF SKILL			
EMPLOYABILITY SKILLS		*EXAMPLES*	*EXPERIENCE/OPPORTUNITIES*
TEAMWORK	**Team working** - supportive, organised, co-ordinator, deliverer **Planning Action**- organisational skills, decision - maker, planner, able to prioritise	Open Days, on campus visits. Taster sessions in schools.	
BUSINESS & CUSTOMER AWARENESS	**Networking** - initiator, relationship-builder, resourceful **Customer orientation** - friendly, caring, diplomatic.	Contact with Schools and Colleges. Developing sustainable relationships.	
PROBLEM SOLVING & CREATIVITY	**Problem-solving**- practical, logical, results orientated **Flexibility** - versatile, willing, multi-skilled, ability to work under pressure **Willingness to Learn** – inquisitive, motivated, enthusiastic.	Residentials – practical solutions to problems. Reflective learning – feedback.	
COMMUNICATION & LITERACY	**Interpersonal skills** - listener, adviser, co-operative, assertive. **Oral communication -** communicator, presenter, influencer. **Foreign Language** - specific language skills	Delivering workshops/presentations in Schools and Colleges. Running mentoring/tutoring sessions.	
APPLICATION OF NUMERACY	**Numeracy** - accurate, quick- thinker, methodical		
APPLICATION OF IT	**IT/computer literacy** - office skills, keyboard skills, software packages	Creation/adaptation of resources. Use of software packages.	
POSITIVE ATTITUDE	**Self Awareness**- purposeful, focused, self-belief, realistic. **Proactivity** - resourceful, drive, self - reliant & self motivated. **Self-promotion** - positive, persistent, ambitious **Leadership** - motivator, energetic,	Role model figure for students. Awareness of influence you may have. Committed and dedicated to the role. Not missing sessions without a valid reason.	

	visionary **Commitment** - dedicated, trustworthy, conscientious		
ENTREPRENEURSHIP	**Business acumen** - entrepreneurial, competitive, risk taker.		

SKILLS AREAS FOR DEVELOPMENT

1. ……

2. ……

3. ……

ACTIVITY IDEAS