

Top 10 employability skills



KEY

HOW YOU WORK

HOW YOU WORK WITH OTHERS

HOW YOU THINK

SHOW ALL

NUMERACY AND IT SKILLS

10

- use numbers and data to support your work and obtain meaningful information
- apply your valuable IT skills

HOW I CAN DEVELOP THESE SKILLS:

- use numerical evidence in a science practical, STEM project or business idea
- help your family with budgeting or other money decisions
- learn new IT skills such as coding

USING INITIATIVE AND BEING SELF-MOTIVATED

1

- follow instructions, making sure you do not always have to be told what to do and when
- put forward your own ideas
- see something through to the end, and not be put off by setbacks

HOW I CAN DEVELOP THESE SKILLS:

- finish work without being asked
- work without help – but know when to ask for it
- suggest new ideas

PROBLEM SOLVING SKILLS

9

- identify key issues in a problem
- use your knowledge and experience when tackling problems
- develop and test possible solutions

HOW I CAN DEVELOP THESE SKILLS:

- design objects and materials in design and technology
- plan a STEM Club project
- analyse results in maths or science
- evaluate evidence in science or humanities

ORGANISATIONAL SKILLS

2

- plan your work to meet deadlines and targets
- organise your own time and coordinate with others
- monitor and adjust the progress of your work to stay on track

HOW I CAN DEVELOP THESE SKILLS:

- help organise an event or project
- plan your revision timetable
- calmly change plans if you run out of time, or something unexpected happens

VALUING DIVERSITY AND DIFFERENCE

8

- respect others
- value the skills and experience that different people have
- show consideration for the needs of different people

HOW I CAN DEVELOP THESE SKILLS:

- work with people who have different skills
- make sure everyone is involved in conversations and activities

WORKING UNDER PRESSURE AND TO DEADLINES

3

- meet deadlines and targets
- handle the pressure that comes with meeting deadlines and targets
- ensure that you are seen as a reliable person

HOW I CAN DEVELOP THESE SKILLS:

- finish work before the deadline, using that time to check and improve it
- plan and make the most of available time
- prioritise your commitments inside and outside school or college

NEGOTIATION SKILLS

7

- think about what you and others want and need
- give and take fairly when working with others

HOW I CAN DEVELOP THESE SKILLS:

- look for ideas that benefit others as well as yourself
- carry out a school/college enterprise or STEM project that involves agreeing prices
- ask a favour of someone, supported by offering something in return

ABILITY TO LEARN AND ADAPT

4

- learn new things
- learn from successes and failures
- adapt and do things better

HOW I CAN DEVELOP THESE SKILLS:

- think how to make your work even better
- put yourself forward when there are chances to learn new skills
- share your ideas and use feedback to improve your work

COMMUNICATION AND INTERPERSONAL SKILLS

5

- explain and present what you mean clearly, whether written or verbal
- do your best to understand others

HOW I CAN DEVELOP THESE SKILLS:

- do a presentation or speak with an audience
- take part in debates
- give instructions to others

TEAMWORK

6

- understand how you and others work best together
- get things done when working with people with different skills, backgrounds and personalities

HOW I CAN DEVELOP THESE SKILLS:

- plan ahead when working with others
- take account of how your team are feeling when you work together

