

Employability Skills

What career might suit me?



Think for a moment about how you feel about getting ready for a future job or career.



Go to your My Future workbook and write one sentence that reflects your strongest feeling.

Meet people like you

Video 1



SATURDAY - 14:30

Rae's Home

Hover over picture to
watch video

How do you find a job?

Search engine	Company website's recruitment pages	Careers websites	Recruiter presentations at school or college
Networking site eg LinkedIn	Study for a relevant qualification	Talk directly to businesses	Chance encounters
Networking: asking family	News articles	Job websites and apps	Online forums
Recruitment agency	Local paper job ads	Job fairs	Volunteering
Networking: asking friends	Professional or industry organisations	Local job search groups	Through church, synagogue, temple or mosque
Email to company contacts	Part time work or interning	Shop windows or noticeboards	

Go to your My Future workbook and list three ways to find a job

Skills and Qualities

Skills are what you can do, such as:

- Communicate
- Analyse information
- Solve problems
- Manage money
- Plan work
- Numeracy
- Literacy
- Use IT
- Make decisions

Personal qualities are what you are like, such as:

- Conscientious
- Team worker
- Determined
- Positive
- Creative
- Respectful
- Disciplined
- Loyal
- Reliable

**List the skills and qualities you already have in your
My Future workbook**

Skills

Qualities

The perfect match

What skills and qualities might be required for each job?

Retail Assistant

Teacher

Receptionist

Nurse

Complete this section in your *My Future* booklet

What are their plans for the future?

Video 2



TUESDAY - 07:35

Hasan's Home

Action Plan example

The job I'd like is:

Vehicle Mechanic

How could I find out more about this job?

Search engine, careers websites, school or college

What makes me right for this job?

I like being active and working with machines.

What skills will I need to do this job?

Use tools. Solve problems. Communications.
Teamwork.

Who could help me get this job?

Mr Ford (teacher), Uncle Bob (mechanic)

What experience could help me get this job?

Work experience at Bob's garage.
Build my own bike.

You can create your own action plan in your My Future workbook

TIME TO REFLECT



HOW DID IT GO?

Think about what you have learnt today.



WHAT NEXT?

Identify 3 skills or personal qualities you would like to **develop** in the future.

Think of up to 3 jobs you'd like to do.
Where could you find out more about these?

You can record these in your My Future workbook