

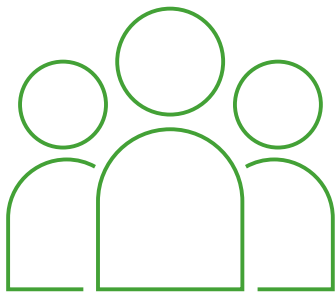
# Employability Skills



The Big 13 Skills Employers are looking for Include the following.

- ▷ **Team Work**
- ▷ **Organising and Planning**
- ▷ **Risk Management**
- ▷ **Decision Making-Problem Solving**
- ▷ **Negotiating and Influencing**
- ▷ **Leadership**
- ▷ **Effective Communication**
- ▷ **Making Decisions - Ethical and Economic**
- ▷ **Creativity and Innovation**
- ▷ **Financial Literacy**
- ▷ **Positive Attitude**
- ▷ **Product and Service Design**
- ▷ **Initiative**

The purpose of the variety of tasks you will be undertaking today is to help you develop and understand these employability skills. Think about the skills you think you already have and what you need to work on!



## Team Work

If you and the members of your team can work well together, it leads to a great success, it doesn't have to mean you have to be best friends with everyone in your group, but as long as it comes down to it, you can work in a group of people effectively to get the most out of your team.

## Risk Management

If you can't take risks in life, you won't get very far, this is the same in any activity you do. If you can confidently take on a risk, even when there is a chance it will fail, you will be able to make your actions go further. If you can see a risk that will only end in failure, then tell people that it will not work, so you can avoid this situation in the future.

# Employability Skills



## Negotiating and Influencing

Negotiation and influencing is all about trying to get people to things or in exchange for things, this is basically a large persuasion technique. This also includes the ability to listen and to understand what people are saying and sometimes, take a compromise (taking two ideas and binding them together, or letting one person do something if you can have another thing)



## Effective Communication

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## Creativity and Innovation

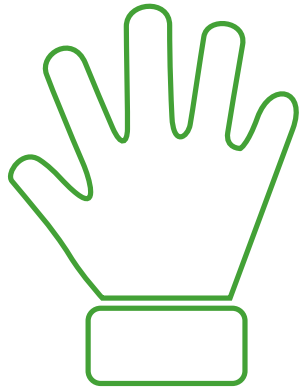
This is basically being imaginative, thinking outside the box, thinking inside the box is very limiting, so always try and think of ways you can expand on a brief or task. If you can think of something adding onto your creativity, it will be an innovation or you could say improvement.



## Positive Attitude

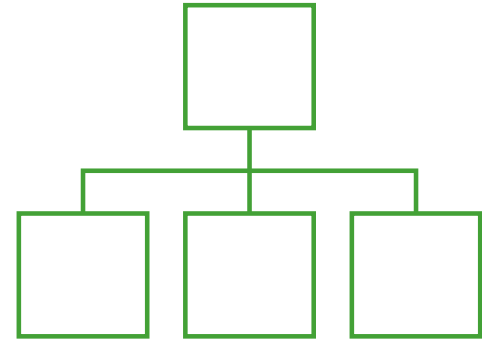
It is important to have a positive attitude towards your work, even if you don't enjoy it. If you try something, with a hopeful attitude you are more likely to succeed compared to thinking you can't all the time. If you think that everything is possible (within reason of course) you will be able to achieve it, rather than just saying no, I can't or that is rubbish.

# Employability Skills



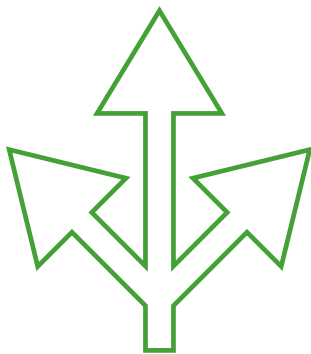
## Initiative

Initiative, is taking the first step, being willing to step over the line and branch out into the unknown, this of course includes risk taking. If no one ever had the initiative to do anything, nothing would be done.



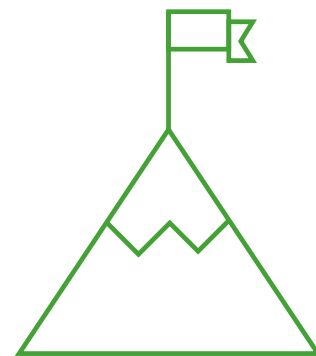
## Organising and Planning

Being organised and being able to plan is very important when talking about enterprising skills. If you can't plan what you are going to do, it is very likely you'll take silly risks, or miss something important out. Organisation can be anything from deciding a day for a meeting, or just setting something out in order.



## Decision Making & Problem Solving

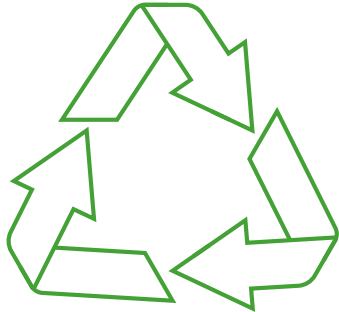
It is easy to spot a problem, but solving one is much harder, you have to think logically and be able to overcome a mistake or problem and carry on, fixing one is much better but if you can overcome or literally solve a problem you are on the road to success. Without problem solving we would not be getting anywhere in life, it would just stop at any problem we came to.



## Leadership

Leadership is important, is basically about someone being able to take charge (not necessarily having to do all the work or none of the work) but be able to put order into a task or activity, leaders need to have most enterprising skills to be able to be a successful leader, as without one, it may be hard to work in a group.

# Employability Skills



## Ethical and Economic Decisions

Making ethical decisions doesn't just have to be recycling everything, it's also about being able to understand and act on every consequence of anything you do. So it may be 'could we buy a fair-trade product instead' or 'could recycle our waste'.

## Financial Literacy

It is important to know how money is dealt with and how money works. Without this, in the 'real world' life will be difficult. As a teenager, money often feels like it's never ending from parents, but if you can't always rely on them, it is important to know where your money is and profit and loss on any task or activity you do.



## Product Service and Design

It is important to create a plan or even a prototype (first draft or mini-scale model of the real thing) if possible and to be able to design it. You also need to understand what it does and who it is aimed for. For it to be successful product it has to be creative, for a service it has to be well planned.