**Identifying your skills**

**Employers are interested in knowing which skills you can bring to their organisation. Many skills are transferable from job to job. Recording your skills on a CV or a job application is an important skill for school leavers to learn and develop.**

This ‘skills check’ activity will help you identify the skills you have and highlight those that you might like to use or develop in the future. It can also help you understand the range of skills you have developed, not just in a working environment but in other area of your life.

For each item decide how you feel and circle the most appropriate number. Write the total number of 1s, 2s and 3, at the bottom of each column.

**Key:** 1 = I’m not good at this / can’t do this

2 = I can do this

3 = I’m confident / I can do this well

* If you have mainly 1s then this is a weaker skill area for you.
* If you have mainly 2s then you have an average ability in this skill area.
* If you have mainly 3s then this is a stronger skill area for you.

**Working with others**

Remember people’s names ............................................. 1 2 3

Talk to people you don’t know ......................................... 1 2 3

Cope with awkward or difficult people or people

who are upset ................................................................. 1 2 3

Keep calm / control your feelings .................................... 1 2 3

Support colleagues with their workload …………………. 1 2 3

Compliment / encourage or motivate someone .............. 1 2 3

Introduce and welcome new people to each other ......... 1 2 3

Relate to a wide variety of people ................................... 1 2 3

Add up your total \_\_ \_\_ \_\_

**Information technology**

Use a computer keyboard, type ...................................... 1 2 3

Use social networking sites, blogs, e-mail .................... 1 2 3

Use packages such as Word, Excel, PowerPoint ........... 1 2 3

Organise and store information on a computer ............... 1 2 3

Access the internet to research and gather information ... 1 2 3

Design / edit websites ...................................................... 1 2 3

Play computer games ...................................................... 1 2 3

Add up your total \_\_ \_\_ \_\_

**Problem solving**

Find solutions to difficulties / problems ........................ 1 2 3

Be able to anicipate change ......................................... 1 2 3

Solve puzzles e.g. Sudoku, crosswords ...................... 1 2 3

Assess a situation quickly …......................................... 1 2 3

Look at new ways of doing things ................................. 1 2 3

Apply yourself to completing a task .............................. 1 2 3

Judge the relevance or importance of information ........... 1 2 3

Understand complex ideas ........................................... 1 2 3

Add up your total \_\_ \_\_ \_\_

**Written communication**

Spell correctly / use a dictionary.................................... 1 2 3

Understand the meaning of words ................................ 1 2 3

Write clearly and concisely ........................................... 1 2 3

Edit written materials ..................................................... 1 2 3

Present ideas and information in writing ....................... 1 2 3

Sell yourself in a CV or application form ....................... 1 2 3

Read quickly/spot mistakes .......................................... 1 2 3

Write minutes, reports etc. ............................................ 1 2 3

Add up your total \_\_ \_\_ \_\_

**Numeracy**

Use a calculator ............................................................ 1 2 3

Calculate using mental arithmetic ................................ . 1 2 3

Interpret charts and graphs ........................................... 1 2 3

Calculate averages /percentages .................................. 1 2 3

Deal with statistics ......................................................... 1 2 3

Budget effectively (projects/household) ........................ 1 2 3

Work out best value for money ....................................... 1 2 3

Add up your total \_\_ \_\_ \_\_

**Practical**

Design or make something ........................................... 1 2 3

Carry out repairs ........................................................... 1 2 3

Operate equipment / machinery .................................... 1 2 3

Work from drawings / plans ........................................... 1 2 3

Drive a vehicle ............................................................... 1 2 3

Construct / assemble objects e.g. furniture ................... 1 2 3

Paint and decorate ........................................................ 1 2 3

Add up your total \_\_ \_\_ \_\_

**Verbal communication**

Make a presentation to a group ..................................... 1 2 3

Speak clearly / be understood ....................................... 1 2 3

Give instructions to individuals/ groups ......................... 1 2 3

Phone someone/or an organisation to find out information 1 2 3

Explain information and ideas ............................. ........... 1 2 3

Tell a story ..................................................................... 1 2 3

Listen carefully to others .…........................................... 1 2 3

Add up your total \_\_ \_\_ \_\_

**Physical**

Head for heights .…........................................................ 1 2 3

Lift heavy objects …....................................................... 1 2 3

Stamina........................................................................... 1 2 3

Good coordination ......................................................... 1 2 3

Quick reactions ............................................................. 1 2 3

Nimble fingers ............................................................... 1 2 3

Steady hands ................................................................ 1 2 3

Physically fit .................................................................. 1 2 3

Add up your total \_\_ \_\_ \_\_

**Now review your responses**

**If you have mostly 1s** in a skills area, this is weaker skill area for you. This could be an area for development and you could consider some training or learning to help you become more confident in using this skill.

**If you have mostly 2s** in a skill area, this is an average skill area for you. You are fairly confident in using these skills but may need some refresher learning or training to build up your confidence to ensure you are ready to use these in work or a new career.

**If you have mostly 3s**, then this is a stronger skill area for you. Remember, you need to keep these skills up to date so that you can be successful when looking for work.

Look at the totals on the previous pages and tick the most appropriate box in the table below.

Mostly 1s Mostly 2s Mostly 3s

Working with others

Information technology

Problem solving

Written communication

Practical

Verbal communication

Physical

**My key skills are:**

**1.**

**2.**

**3.**

**4.**

**5.**

**6.**

**List your skills which are transferable from job to job:**

**1.**

**2.**

**3.**

**4.**

**5.**

**Skills: What Employers Want**

It is important to be aware of what employers expect. Though not in any specific order, these are the key skills and attributes that most employers would like to find in an ideal employee. You can use this knowledge to help you identify skills you might need to develop.

Team working Leadership Communication (written and verbal)

Problem solving Numeracy Information technology

Flexibility Self-awareness Networking abilities

Time management Motivation Commercial awareness