Top 10 employability skills

1. Using Initiative and Being Self-Motivated
   - Finish work without being asked
   - Work without help – but know when to ask for it
   - Suggest new ideas

   **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

2. Organisational Skills
   - 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

3. Working Under Pressure and to Deadlines
   - 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

4. Ability to Learn and Adapt
   - 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

5. Communication and Interpersonal Skills
   - 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

6. Teamwork
   - 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

7. Valuing Diversity and Difference
   - 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

8. Negotiation Skills
   - 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

9. Problem Solving Skills
   - 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

10. Numeracy and IT Skills
    - 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

**Key**

- HOW YOU WORK
- HOW YOU WORK WITH OTHERS
- HOW YOU THINK
- SHOW ALL