

Resource 10

Employability skills

Instructions:

- Download the '[Employability Skills](#)' presentation
- **Student activity at Slide 6:** Get students to read the descriptions of each employability skill on the student worksheet and tick any boxes that they think describe them <https://smartnz.nz/wp-content/uploads/2022/04/endorseMe-Self-Assessment.pdf> (5 minutes)
- At Slide 7 ask students to silently reflect on their answers – which employability skills have lots of ticks and which have only a few or none? (1 minute)
- At Slide 8 Ask students to circle one skill they would like to work on this term and to write on their employability skills worksheet one thing they can do to improve this skill. (Note: if using the digital version this will need to be recorded elsewhere)

KEY MESSAGES:

- We don't expect students to have all these skills nailed yet, or even many of them!
- Pat yourself on the back for your areas of strengths and think about what you can do to develop the others.
- By working on developing these skills while you're still in school, you will be setting yourself up for a successful future, whatever you decide to do.



EMPLOYABILITY

how many boxes do you tick?

Date: _____

POSITIVE ATTITUDE »

- I am positive and have a "can do" attitude.
- I am optimistic, honest and show respect.
- I am happy, friendly and enthusiastic.
- I am motivated to work hard towards goals.

COMMUNICATION »

- I understand, and reflect on, the way I communicate and how it affects others.
- I ask questions when unsure or unclear.
- I understand how employers, employees and customers communicate.
- I speak, listen and share ideas appropriately.

TEAM WORK »

- I work well with others to complete tasks and meet goals.
- I contribute to new ideas or approaches.
- I work well with others of different genders, cultures or beliefs.
- I recognise the authority of supervisors and managers, and follow directions.

SELF MANAGEMENT »

- I arrive on time, with appropriate clothing and equipment.
- I understand, and reflect on, my own words, actions and behaviours.
- I show commitment and responsibility.
- I am dependable, follow instructions and complete assigned tasks.
- I am responsible for my own health and wellbeing, and follow health and safety guidelines.
- I am clean, tidy and smell fresh.

WILLINGNESS TO LEARN »

- I am willing to learn new tasks, skills and information.
- I am curious and enthusiastic about the job, organisation and industry.
- I look for opportunities to work more effectively to make the organisation better.
- I accept advice and learn from feedback.

THINKING SKILLS »

- I identify and assess options before making a decision.
- I recognise problems and use initiative to find solutions.
- I think about consequences before I act.
- I recognise when I need to seek advice.

RESILIENCE »

- I adapt and am flexible in new and changing situations.
- I handle challenges and setbacks and do not give up.
- I am able to seek support and help when needed.
- I recognise and accept mistakes and learn from them.





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