

Resource 11

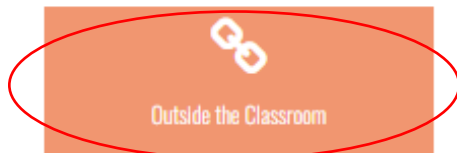
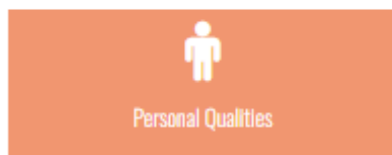
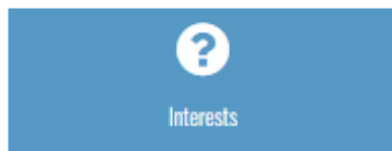
Developing interests and skills outside of the classroom - Career Central activity

Instructions:


1. Login to Career Central
2. On the side menu, click 'Outside the classroom'

 www.careercentral.school.nz

- Click student login
- Select Hillcrest High School and enter your school user name and password



3. In the 'Cultural/Community' box, list any groups or activities you are involved in and what skills you are learning through these activities – these could include church, marae, hobby groups or interests at home (have a look at the employability skills worksheet for ideas).
4. In the 'Sports' box, list any sports you play and what kinds of skills you are learning from participating in them.
5. In the 'Other' box, make two headings:
 - a. "Things I would like to try", and make a list of interests, sports or hobbies that you would be interested in giving a go.
 - b. "Skills I want to work on" and write in 3 different skills you would like to develop this year.



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.

