Top 10 employability skills

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

1 — USING INITIATIVE AND BEING SELF-MOTIVATED

- follow instructions, making sure you do not always have to be told what to do and when
- put forward your own ideas
- see something through to the end, and not be put off by setbacks

HOW I CAN DEVELOP THESE SKILLS:
- finish work without being asked
- work without help – but know when to ask for it
- suggest new ideas

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 — 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

8 — 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

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

STEM LEARNING