

## Skills & Traits That employers want



Name:	
Form:	Teacher:

LO Identify the skills & traits that employers are looking for Understand the specific skills and traits needed for different careers Identify which skills need to be improved

Skills and traits that employers want
In addition to specific qualifications employers, be they large multi-national companie
like NIKE, or Apple or small companies employing a few people, they want prite range of skills and traits.
We will look at the skills and tralts employers want and you will self rev. ss vo strengths and weaknesses and set targets to improve your skill a traits.

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## Task 1: In pairs, explain the meaning of skills and ts

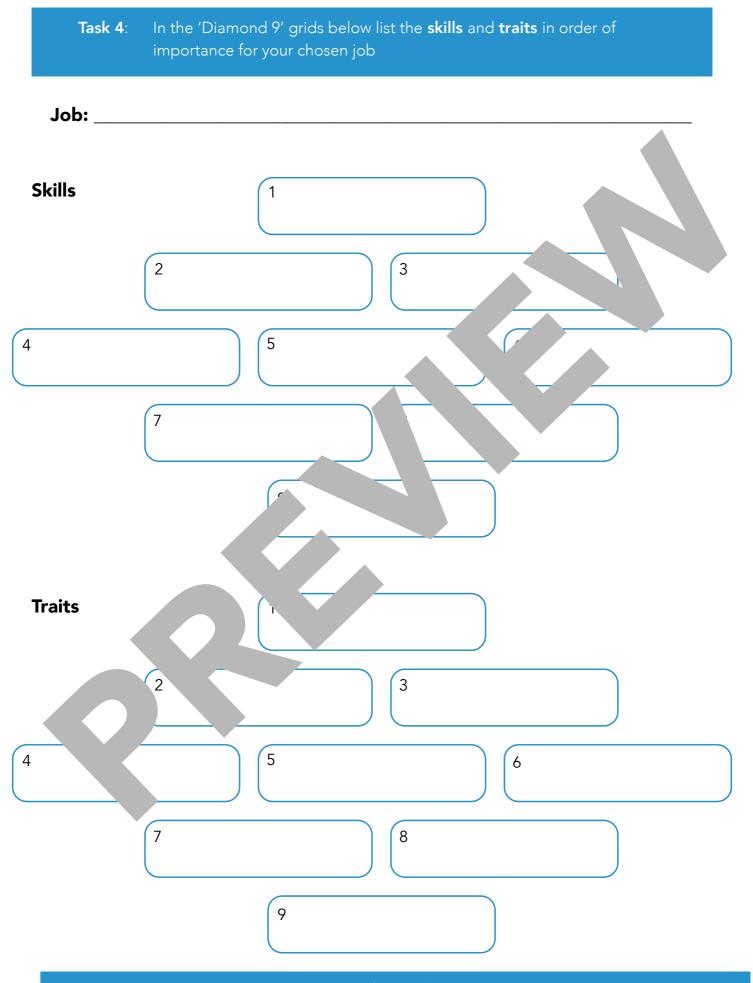
Skills
Tr

## Task 2: For each skill rate yourself and state if that skill id needed for your chosen job.

Skills			ll rat 5 - 1	t <b>ing</b> 1 (10w)		Your job Does the job you want to
			3	2	1	do need this skill?
Communication Skills LISTENING						
Communication Skills VERBAL (Spoken)						
Communication Skills WRITTEN						
Research Skills BOOKS						
Research Skills INTERNET						
Computer Skills WORD PROCESS (Word)						
Computer Skills SPREADSHEETS (Excel)						
Computer Skills PRESENTATION (Powerpoint)						
Computer Skills EMAIL						
Computer Skills SOCIAL MEDIA (Facebook)						
Flexible / Adaptable CAN DO SEVERAL THINGS AT SAME TIME						
Flexible / Adaptable CAN WORK UNDER PF	7					
Flexible / Adaptable CAN WORK IN DIFFIC T SITUAL						
Social Skills WORK WITH DIFFERF PEOPLE						
Social Skills AVOID CONFLICT						
Skills / Value						
Leadership ,SP1, )THER						
Leadership MOT OTHER PLJPLE						
Awarenes ITIVE , AER CULTURES						
Awa' s SE, 'E TO FEMALES						
Pla, CAN OR JANISE WORK						
Planning ALWAYS MEET DEADLINES						
Planning SETS TARGETS TO IMPROVE						
Problem solving CAN SOLVE PROBLEMS						
Reasoning CAN EXPLAIN THE REASONS FOR DECISIONS						
Teamwork CAN WORK IN A TEAM						
Teamwork CONTRIBUTES TO A TEAM						

Task 3: For each skill rate yourself and state if that skill id needed for your chosen job.

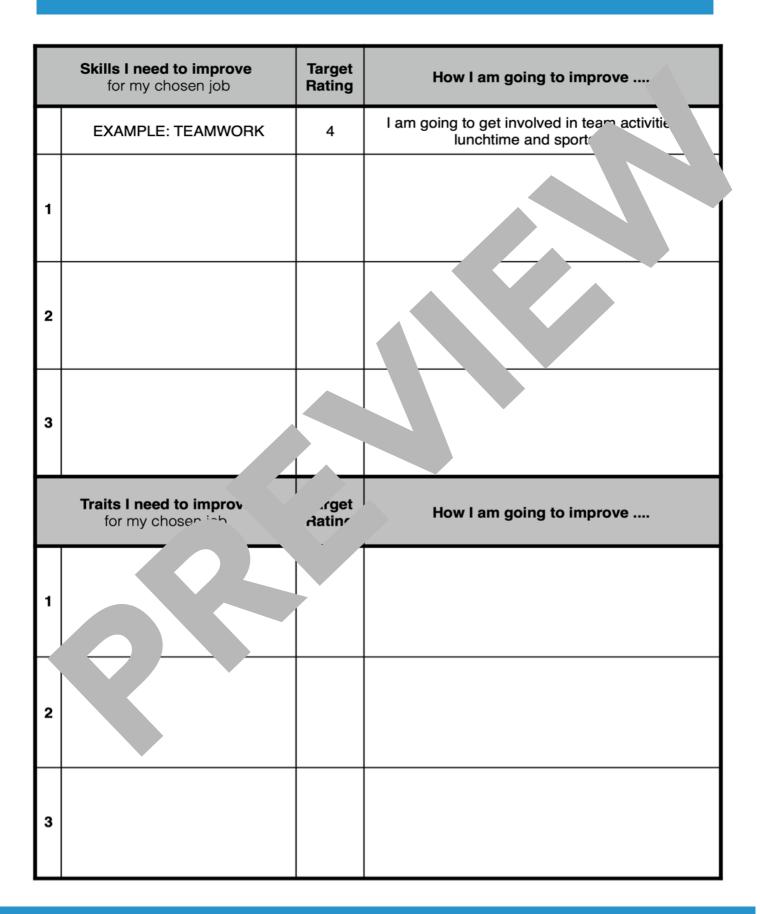
Traits				ll ra 5 - 1			Job
Tuits			4	3	2	1	Does the job you want to do need thi ``t?
Honesty	IS ALWAYS HONEST / TELLS THE TRUTH						
Morality	DOES THE RIGHT THING						
Openness	OPEN TO NEW IDEAS						
Dedicated	WORKS HARD						
Dedicated	NEVER GIVES UP						
Reliable	RARELY SICK					,	
Reliable	ALWAYS ON TIME						
Responsible	IS SENSIBLE & MATURE						
Responsible	CAN DO THE TASK WITHOUT						
Loyalty	STICKS WITH SOMETH' 'SOMEON	t					
Positive attitude ENJOYS WORKIN'							
Positive attitude	ALWAYS DOES A						
Positive attitude DOE <sup>c</sup> ABOL TO NG							
Energy	ALERT & LADY TO GO						
Energy	YES IVE UP						
Se <sup>µ</sup> .dent	NFIDEN. 30N						
Self-mc	GET ON WITH THE TASK						
Independent	N WORK ON YOUR OWN WITHOUT HELP						
Willing to learn	LIKE TO LEARN NEW SKILLS						
Enthusiastic	ALWAYS ENTHUSIASTIC ABOUT WORK						



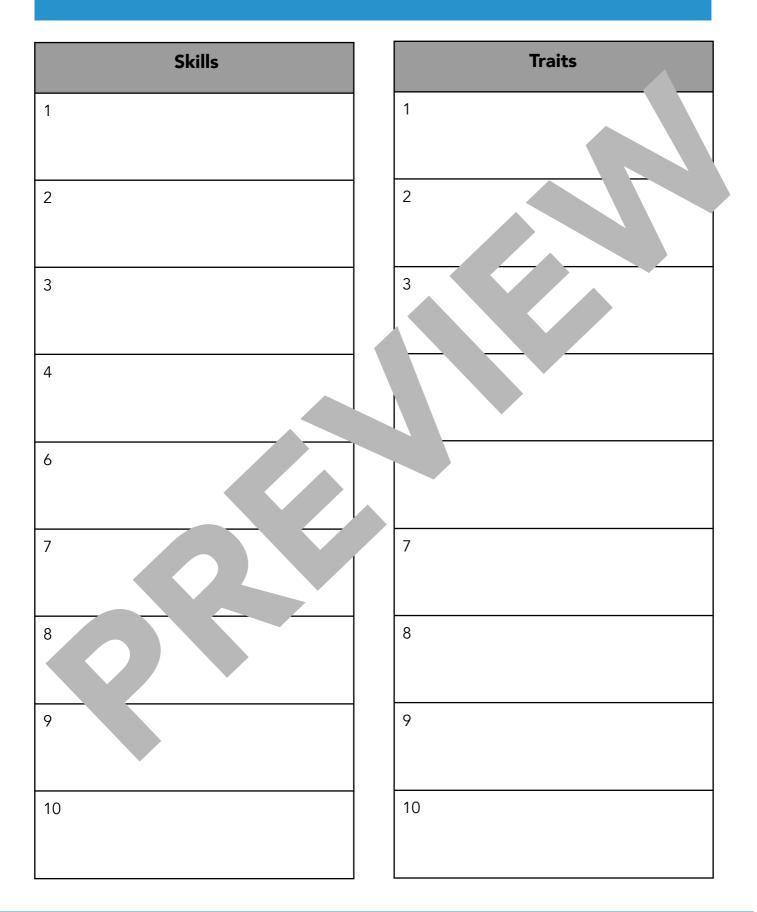
## Task 5:Chose your top TEN skills.Take the rating from Task 2 and add what evidence you have for this skill.

	<b>Top Skills</b> for my job	Rating	Evidence that I have this skill
	EXAMPLE: TEAMWORK	4	I play in the school football team, I play in r. ald and pass the ball to others and defend ha
1			
2			
3			
4			
5			
6			
7			
8			
9			

Task 6:Reflect upon the skills and traits you need to improve upon (see Task 2 & 3).Choose 3 skills and traits and say how you are going to improve.



Task 7:In small groups and discuss and decide which skills and traits are the most<br/>important for a range of jobs.



Task 8:Discussion

Why are **skills** and **traits** so important to employers?

Task 9: Discussion

Are **skills** and **traits** more important than formal qualifications?