

Employability Skills

| Employability Skills | Key features | Skills development opportunities from group work/volunteering |
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| Communication and interpersonal skills | The ability to communicate effectively in both spoken and written forms. Ability to build good relationships with others. Includes assertiveness, good relationship building. | Discussions with other members of the group. Meeting new people and building good relationships. Create written instructions for group project Meeting minutes |
| Problem solving skills | Identify issues, assess root causes and formulate and implement timely solutions. | Discuss project issues and share possible solutions. |
| Using your initiative and being self-motivated | Self-starter, motivated and able to think of new ideas and experiment. | Take initiative in group project, organisation of group etc. Discover things that motivate you. |
| Working under pressure and to deadlines | Good time management and resilience under pressure. | Practice working under pressure Practice meeting deadlines |
| Organisational skills | Ability to organise work, plan time scales and evaluate progress. | Practice plan in project setting Practice evaluation techniques i.e. surveys, review meetings etc. |
| Team working | Ability to work well in a team to reach a goal, contribute to group decisions, support other team members. | Practice achieving a goal as a group |
| Ability to learn and adapt | Learn new things, adapt to change demonstrate flexibility. | Set a goal to learn something new to support the group or project goals. |
| Numeracy | Confident use of data and mathematics to complete tasks or demonstrate a point. | Gather data and use to evaluate project goals. |
| Negotiation skills | To take other people's perspective into account while still putting forward ones own view point to create win-win solutions. | Make decisions as a group. |
| Diversity and difference | Awareness of the benefits of diversity and ability to value difference in others. | Recruit group members from diverse groups ie cultural groups, churches etc. |
| Emotional intelligence | Ability to use and manage emotions to reduce stress, achieve goals, build good relationships others. | Practice noticing emotions and how they connect with your needs. Practice expressing needs in group rather than stating strategy to fulfill needs. |

Can you think of other skill development opportunities from within your group?