

WHAT IS...

AN EMPLOYABILITY SKILL?

The world of work is a constantly changing place and employers want people who can add value to their business and contribute towards its growth.

Qualifications are important, and there are some jobs that require you to have certain qualifications to even be considered BUT, qualifications are not the only thing employers want to see. Employers are looking for individuals who have employability skills.

Well, the good news is, you probably already have more of the skills employers look for than you realise.

There are 10 important personal skills and qualities that you may well recognise in yourself that employers look for when they are recruiting.

They are core personal qualities and skills that any employer in the world would recognise and value.

Think of them as 'portable skills.' They are, quite simply, skills which you can apply throughout your life and to many different job roles.

The more of these they have, or can acquire, the better your chances are of finding work and being employable

WHAT ARE THE 10 EMPLOYABILITY SKILLS?

Based on feedback from local employers the 10 Employability skills they look for from a potential employee are as follows:

- 1) TRUSTWORTHINESS
- 2) PATIENCE
- 3) COMPASSION
- 4) DETERMINATION
- 5) RESPONSIBILITY
- 6) INQUISITIVENESS
- 7) RELIABILITY
- 8) COMMUNICATION
- 9) THOUGHTFULNESS
- 10) GENEROSITY

Over the next few pages we shall share with you some more details about what each of these skills might actually mean to you.

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UNDERSTANDING EMPLOYABILITY SKILLS

1. TRUSTWORTHINESS

Your future success depends on the trust that others feel comfortable placing on you. Don't forget this. Your personal brand goes with you from place to place and job to job and your personal reputation is key to your future success. Can you be trusted? Do you demonstrate being trustworthy? When has someone shown their trust in you? What did that look like? Were you left in charge of someone or something?

There are many ways that being trusted plays out - but just think about it for a minute, how many ways are you trusted by those close to and around you?

2. PATIENCE

You need patience to learn. You need patience to improve and become the best you can be. Even those you think of as an overnight success, usually aren't. They would have worked hard, prepared, learned and then executed their skill or talent. Demonstrating patience can be as obvious as how you listen and wait your turn, but it is also what you use to wait for the right moment - the right moment to speak, even the right moment to make that choice when gaming. How do you show patience in your life?

3. COMPASSION

Compassion is an important trait to have in the world we live in - showing understanding for others, trying to better understand the views and lifestyles of others, being less judgemental of others... being more compassionate.

Empathy and compassion are qualities that translate into personal skills. Think about how understanding you have been in your past towards others and how you can continue to be mindful of this.

4. DETERMINATION

Whatever challenges you may face, a determined attitude is a very strong weapon to overcome them. We aren't talking about blind optimism or misplaced confidence; we are talking about facing tasks and challenges with a determined approach to that task and challenge. Think about what you've done in the past or are currently doing that may not even have happened without your determination.

5. RESPONSIBILITY

Life needs us to be responsible - it starts with us being responsible for our own actions and develops into our responsibilities at home, work, and through sports and hobbies.

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Being able to take on responsibility and to be able to thrive with this responsibility is a skill which can be taken for granted. Think about how much responsibility you have and continue to have in your life – can you be relied on to do certain jobs and tasks? Do you get your work and chores done; do you think you do a good job? The more others rely on you the more responsibility you will

gain. This is not for everyone; many do not want too many responsibilities – it's about what works for each of us as individuals

6. RELIABILITY

Can you be relied on? If a friend asked you to be somewhere at a certain time for a good reason, would you be there? When you wake up not feeling great and you have something to do or somewhere to go what do you do? Do you do your best and crack on with what's needed, or do you think to yourself that someone else can deal with it? Being reliable is like being trustworthy – others are choosing you to help them, support them, be there for them. Does this sound like you?

7. INQUISITIVENESS

It's important to ask questions in life, without over-analysing every thought or action you may have or do. We can't learn without asking the questions. We can't achieve goals without answers to questions. Progression of many kinds comes from being inquisitive – it's how we learn and improve. The 'why?' question must be one of the most popular questions of all time... and one of the most necessary. Be brave to question things that you don't understand – it is a strength not a weakness. Are you an inquisitive kind of person?

8. COMMUNICATION

Young people have experience of communicating in so many different ways and in juggling conversations, do you talk to friends when you are gaming together whilst texting or on social media with your other friends?

This type of communication is complex. Think about how you communicate with your friends, family and carers. Do you just do it without thinking? Can you speak to people of all different ages? Can you have a conversation with people you don't know that well? These are all important communication skills.

9. THOUGHTFULNESS

Are you impulsive or are you thoughtful? Do you do things without thinking, using instinct or because you just feel it's the right thing to do? Do you stop and think through things before you do them? The answer is probably a bit of both. That's ok and totally normal!

Taking time to think about things can be difficult, so we must make that time. It's about balance, but it's important to recognise that when faced with a problem then we must be prepared to think our way around it. Problem solving is a great skill to have – do you think about how things could be better? Do you think about how you could do things better? These are signs of thinking and planning, good skills that will always be in demand.

10. GENEROSITY

Being generous with your time and being generous with your understanding are incredibly important skills. It's about giving time, thought and care for others around you in your life. People like spending time with people who have a generous manner and give them the time to better understand, help and share experiences.