

Do Now

What are employability and work skills?



When we talk about employability, we are talking about how employable someone is – how likely a manager or company is to employ a person. Let's imagine you own your own bakery.

Discuss: What kind of skills will you be looking for when hiring people to work in your bakery?



What are the differences between skills, qualities and qualifications?

I think the differences are...

An example of each would be...

What are employability and work skills?

Learning outcomes:

Correctly identify what would improve or a person's employability in the eyes of employers.

Describe what applicants could do to improve their chances in gaining job interviews and securing employment.



Employability – how 'employable' you appear to be to potential employers – how much your skillset, qualifications and personal qualities meet the vacancies you are applying for.

What are employability and work skills?



<https://www.youtube.com/watch?v=lxnlgstayQPQ>

Draw out the table below in your books.

As you watch the clip, complete the table and we'll go through the answers together as a class afterwards.

Skills or characteristics looked for by employers in 2023 and the foreseeable future:	What does this mean?

What are employability and work skills?



Skills or characteristics looked for by employers in 2023 and the foreseeable future:	What does this mean?
Critical thinking and resourcefulness, problem solving-skills.	Being able to solve problems without relying on your boss to do it for you.
Adaptability	Being able to change and learn as the employment sectors change in the future.
Communication	Being clear about what you need, being concise and easy to understand.
Dependability	Being on time, sticking to doing what you said you would do. Being someone that can be relied upon.
Systems thinking (understanding your company as a whole)	Caring about the success of a company as a whole, being a team player.
Technical skills and the ability to anticipate problems before they happen.	Having the precise skills to perform the technical tasks in your job and being able to problem-spot.

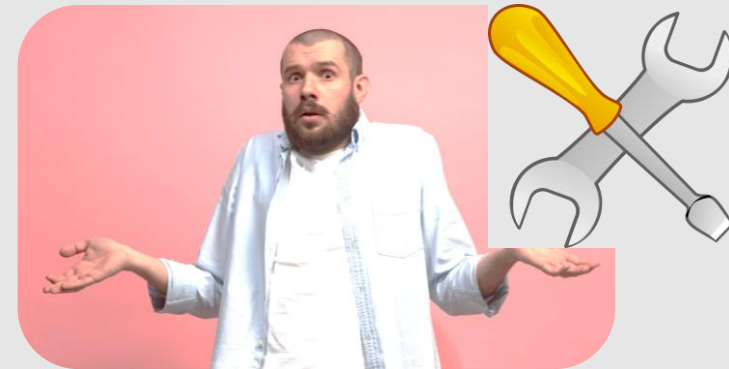
What are employability and work skills?



We will now all work on the employability skills match up task. You can simply draw an arrow to the correct definition.

You can work in pairs for this task, make sure you read the descriptions very carefully.

Key Term:	I think the definition of this is:	Mixed up definitions:
Communication Skills		These are skills which help you to function well as part of a team. Employers often look for 'team players' who can work with others effectively. The key skills involved in teamwork include: communicating openly and respectfully; sharing ideas; giving and receiving feedback; organisation; being actively involved; being flexible; having the same goal as everyone else on the team and being committed to working towards it.
Personal Presentation		This is the ability to work using a range of technology, including: computers; smart devices; online programs and platforms; search engines; word processors; spreadsheets; printers and many more electronic forms of production. Your specific job will involve its own specialised forms of technology, and you will probably need training in how to use it. However, a good general standard of technological competence in the basics will help you to progress in your chosen field.
Teamwork Skills		These are skills which help you to continue a task productively even when you run into problems or unexpected challenges. Some of the skills involved here include: identifying the nature of the problem; thinking logically and creatively for solutions; determination; resilience; resourcefulness; communication and teamwork.
Technological literacy		This refers to the way in which you present yourself. This includes your choice of appropriate clothes to wear, as well as your personal hygiene. It also includes your behaviour and manner towards other people. This can be communicated through your body language, tone of voice, eye contact, as well as through the appearance of your clothes, hair, face etc.
Problem-solving skills		This means taking a 'can-do' approach to your challenges, as well as recognising and celebrating your successes. Having a positive attitude enables you to be resilient in the face of difficulties, and motivates you to achieve your goals. It doesn't mean that you don't acknowledge negative things, but it means that you can also see the positives and that you don't give up. A positive attitude is also something that is valued by many people, for example in a team or group setting. If you have a positive attitude, you are more likely to notice things that you can praise people for. It can therefore help with your interpersonal skills.



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Key Term:	I think the definition of this is:
Communication Skills	These are skills which help you to share ideas and information, and to listen to others' ideas effectively. These can cover verbal, non-verbal and written forms of communication.
Personal Presentation	This refers to the way in which you present yourself. This includes your choice of appropriate clothes to wear, as well as your personal hygiene. It also includes your behaviour and manner towards other people.
Teamwork Skills	These are skills which help you to function well as part of a team. Employers often look for 'team players' who can work with others effectively.
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Problem-solving skills	These are skills which help you to continue a task productively even when you run into problems or unexpected challenges
Interpersonal Skills	These are skills which help you to communicate effectively with other people and develop productive and healthy relationships. Interpersonal skills can include: being a good listener; being able to empathise with others; showing an interest in the ideas and feelings of others; being confident; being considerate; being willing to collaborate with others; being open to feedback; being able to make others feel valued.
Positive Attitude	This means taking a 'can-do' approach to your challenges, as well as recognising and celebrating your successes. Having a positive attitude enables you to be resilient in the face of difficulties, and motivates you to achieve your goals.
Literacy and Numeracy Skills	These are skills of written communication, i.e. reading and writing and basic numeracy (e.g. maths). Having a high standard of literacy doesn't just mean being able to read, punctuate and spell; it also means knowing how to express yourself appropriately for the situation.
Leadership Skills	These are skills which enable you to be an effective leader of a group or organisation. Key leadership skills include: being able to motivate and inspire people; being able to delegate (this means dividing tasks between your group instead of doing it all yourself).
Initiative and Enterprise skills	This refers to the ability to take smart risks; notice opportunities to improve things; notice gaps in the market; be a 'go-getter' and make plans in order to achieve your goals.
Self-management and Organisation	These are highly valued skills of discipline, which involve planning, prioritising, and commitment. They both involve the ability to use time, energy, and other resources in an effective way in order to achieve a goal.

Now you have corrected all the answers, you can complete the second column .

What Are Soft Skills?

Soft skills are non-technical skills that promote productivity, efficiency and effective communication in the workplace, regardless of your profession



Communication



Teamwork



Problem solving



Dependability



Critical thinking



Positivity



Organisation



Creativity



Adaptability



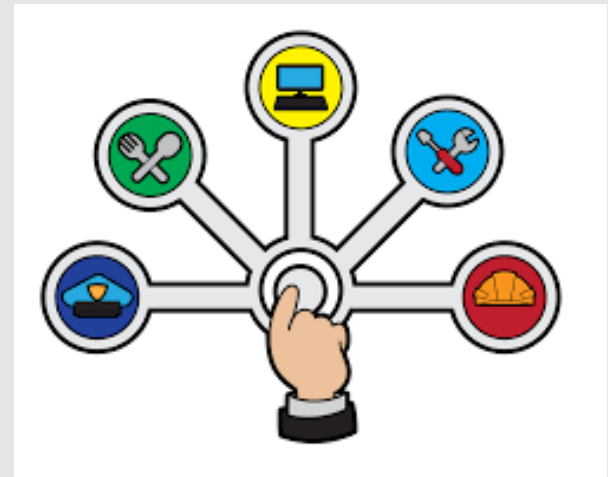
Conflict resolution

Class discuss: Why do you think many of the skills covered today are sometimes referred to as 'soft skills'?

What are employability and work skills?

You should by now have started to realise how your important employability skills really are. We'll frequently be returning to this topic.

Before you go, note down three employability skills you personally feel confident about and three you would like to work on further. We'll return to these in future lessons.



Learning outcomes:

Correctly identify what would improve or a person's employability in the eyes of employers.

Describe what applicants could do to improve their chances in gaining job interviews and securing employment.

Need Support? You're Not Alone



If anything in today's lesson has affected you, or you want to talk to someone, there is help available.

Mental Health & Low Mood

YoungMinds – <https://www.youngminds.org.uk>

Kooth – <https://www.kooth.com>

Mind – <https://www.mind.org.uk>

Talk to Someone

Your Tutor or Head of Year – We're here to help.

Wellbeing Team and School Nurse

Report a Concern on Satchel

Safeguarding Team with the Purple lanyards

Healthy Lifestyle

NHS Every Mind Matters – <https://www.nhs.uk/every-mind-matters>

Change4Life – <https://www.nhs.uk/change4life>

Apps That Can Help

Calm – For mindfulness and sleep.

Headspace – Meditation and stress relief.

Clear Fear – Manage anxiety (designed for young people).

MeeTwo – Anonymously talk to other teens, moderated by experts.

Eating Concerns

Beat Eating Disorders –

<https://www.beateatingdisorders.org.uk>

NHS Live Well – Eating Disorders –

<https://www.nhs.uk/mental-health/conditions/eating-disorders/>