

# BUILDING YOUR SKILLS AND QUALITIES

The right skills and qualities can help you get onto your chosen college or university course, get an Apprenticeship or Internship and find employment

## TOP TEN EMPLOYABILITY SKILLS AND QUALITIES

- COMMUNICATION & INTERPERSONAL
- PROBLEM SOLVING
- NEGOTIATION
- USING YOUR INITIATIVE & BEING SELF-MOTIVATED
- ORGANISATION & PLANNING
- TEAM WORKING
- WORKING UNDER PRESSURE & TO DEADLINES
- ABILITY TO LEARN & ADAPT
- NUMERACY
- VALUING DIVERSITY & DIFFERENCE

## DEVELOPING YOUR EMPLOYABILITY SKILLS AND QUALITIES

Use your time to strengthen your skillset. Examples of how you can do this include:

- IMPROVE/MAINTAIN A GOOD ATTENDANCE AND PUNCTUALITY RECORD AT SCHOOL
- WORK EXPERIENCE (REAL OR VIRTUAL)
- MOCK INTERVIEWS
- VOLUNTEERING
- NATIONAL CITIZEN SERVICE
- DUKE OF EDINBURGH AWARD
- SCHOOL OR OUTSIDE CLUBS
- DJ-ING
- SEA CADETS
- SPORTS AND LEISURE ACTIVITIES/INTERESTS
- COOKING
- DANCE CLASSES
- GAMING
- PLAYING IN A BAND
- HELPING AT HOME (E.G., BABYSITTING)
- PART-TIME/HOLIDAY JOBS
- RESEARCH
- DRAMA
- LEAFLET DELIVERY
- SOCIAL MEDIA SKILLS
- GARDENING
- CREATING MUSIC

### It's not enough to have these skills & qualities...

You need to learn & practice how to vocalise these both in writing (e.g., application form, CV) and verbally (e.g., at interview - these could be on the phone, on-line or in person)

### It's all about ... selling yourself!

## WHO CAN HELP YOU?

- Help yourself by getting involved in different activities, researching your career ideas & pathways, practicing how to sell yourself
  - Teachers, family, friends
  - Careers activities (e.g., careers fairs, work-experience, mock interviews, etc.)
- Careers Advisers - ask in school/college how you can get a careers interview or if you've left school contact Birmingham Careers Service ([www.birminghamcareersservice.co.uk](http://www.birminghamcareersservice.co.uk))
  - Websites for your own research
  - You-Tube and Tick-Tok videos

**Remember ... It's never too early to start developing your skills and qualities**