

Name of the session **Employability Skills**

Length **40 minutes**

Your Facilitator Notes

This document acts as a guide for the Teacher/Trainer and details the content of the Employability Skills session. Please make sure you are fully familiar with the content and timings before you begin to deliver the session.

The icons / pictures are a reminder for the action at each stage;



Slide



Explain



Ask



Note to Trainer



Group Activity

Introduction to the Workshop



40 minutes. Please keep track of time throughout each session. Time given to group activities can be altered to suit the time available.

Content	Materials	Learning outcomes
<ul style="list-style-type: none">✓ What are employability skills?✓ Examples of employability skills✓ Why are they so important?✓ How you can use them to your advantage	<ul style="list-style-type: none">✓ Presentation Slides✓ Trainer's Guide✓ Quiz (included in slide deck)	<ul style="list-style-type: none">✓ Understand employability skills and relevance to all jobs and industries✓ Understand how you can practice and build employability skills✓ Understand their importance and how they can benefit you



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Slide 1: Welcome to The Springboard Charity: KickStart Your Career workshop – Employability Skills

Slide showing as participants join the webinar session -

- ✓ Check visuals, video and sound system
- ✓ Ensure everyone is settling in comfortably
- ✓ Coats and bags out of the way (if learners are in a school classroom)
- ✓ Welcome the class and thank them for coming to today's session
- ✓ Ensure that everyone is comfortably seated and can see you & the screen (check made with Teacher)



Slide 2: Introduction

Briefly tell the group a bit about yourselves and build credibility/rapport. Share your role within Springboard and your previous experience that you feel might be relevant for the programme.

Explain that Health & safety and emergency arrangements (fire drills, nearest fire exit, evacuation procedures etc.) will be covered by their classroom teacher if required.



Note to Trainer

If the group size is relatively small, please allow for individual introductions



Slide 3: Agenda

Explain the agenda for the day and explain that part of your job is promoting the hospitality industry as a great place to work but how employability skills are important in any industry.



As a result of today, our aim is that everyone here will:

- ✓ Understand employability skills and relevance to all jobs and industries
- ✓ Understand how to can practice and build employability skills
- ✓ Understand their importance and how they are of benefit



Slide 4: Employability Skills

Explain to the group that employability skills are often referred to as:

- SOFT SKILLS
- EMPLOYMENT/WORK SKILLS
- TRANSFERABLE SKILLS
- WORK READINESS SKILLS

They all mean the same thing!



Slide 5: What are Employability Skills

Before revealing the definition, ask the group if anyone can give a definition (no Googling!) (if someone says e.g. communication, say well done and that we'll be discussing specific words soon. If watching a recording, ask teacher to pause the webinar at this section to allow for discussion.

Reveal the definition and read out:

Employability skills are the essential skills, personal qualities and values to enable you to thrive in any workplace or place of study



Slide 6: Why do we need employability skills?

Pose the above question to the group and instigate discussion before revealing the key reasons from slide:

- While other candidates may have the same qualifications and experience as you, you will have a better chance of getting hired and of doing well if you have good employability skills.
- Although qualifications required will vary, nearly every employer in every sector of work (bank, hotel, farm, office, hairdressers, design engineers, IT – you name it) requires the same strong employability skills.
- Employability skills may not be listed in a job description, but they are important skills that can make you more attractive to prospective employers.
- The main benefit of having employability skills and being able to demonstrate these is that it can help you stand out among other job candidates who are vying for the same position.

 7 - 9



Slides 7,8 and 9

Explain the premise on slides that anyone can basically be trained in any 'hard' (i.e. technical/practical) skill but it is much harder to train someone on the 'soft' (i.e. employability) skills – having the right attitude etc. Employers often say that when recruiting and interviewing for a role, employability skills are often more important to them than practical/technical skill. What's the point in being the best cocktail maker in the UK if you can't turn up for work each day?

It's not what you do, but HOW you do it, that's important.

Reiterate that this is the rule for almost every type of work/industry. Great to be an expert in a subject/technical skill but you are still not going to be successful without employability skills to complement that technical ability.

 10



Slide 10: What are the consistently most requested employability skills (by employers)?

Pose the question above.

Split the group into 2 or more smaller groups and give them 2 minutes to come up with the longest list of most consistently requested employability skills. N.B. might be good if teacher can have identified who should be in which group prior to the start of session and given each team a name or colour – would save time in having people organise themselves into their own groups.

Share back – groups to shout out words they have thought of.

Lead on to next slide to reveal the suggested answers....

 11

Slide 11: Word reveal

Reveal each word in turn and explain why each is important.



 12

Slide 12: You are unique/how can we bring these words to life

Read the statement on this and encourage students to think about the employability skills/qualities they have and what they could take to a job/team. Also ask them to think about what might happen if they didn't have those skills – what impact would that have on them, the team/business and their customer?

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Slide 13: Group Activity

Back into small groups, as the groups to choose one of the employability skill words from the bubbles (e.g. problem solving or communication).



Ask them to prepare to demonstrate the chosen word and their ideas in a creative way – a rap, a song, a poem, a picture – any way they like! Give 5 minutes for preparation.

Give as many groups as time allows the chance to present back to the full group. This is an opportunity to demonstrate their understanding of the word, creativity and confidence.

 14-15

Slide 14 and 15: How can you gain, practice and improve your employability skills when you are not yet working?

Pose the question above. If time permits, ask the small groups to come up with a list of ideas each on how employability skills could be gained, practiced or improved upon (even when they are not yet in work). If time running short, move on to reveal the suggested answers on slide 16.





 16

Slide 16: Answer reveal

Reveal each word in turn and add a bit more detail (e.g. maybe an example of a community project) on each and why each idea is so valuable.



 17

Slide 17: Employability skills and career progression

Explain that employability skills are required at every stage in life – study and right through your career. We should not stop developing and polishing our employability skills when we find a job. Practising and improving continually will allow you to move up the career ladder and make the best of every opportunity you have.



 18 – 30

Slides 18-30: Quiz

Introduce the quiz – sorry no prizes – just for fun! Run the quiz and share correct answers. Congratulate the winner(s).



 31

Slide 31: STAR Technique

If time permits and if thought to be applicable and appropriate to the group, explain the STAR technique and its current favour with employers. Explain how answering an interview question using this clever technique allows you to easily demonstrate your employability skills to an interviewer. This is very helpful when asked a question such as 'Tell me about a time you have worked with a team'. Using each part of the STAR process to frame your answer gives a clear response and highlights the 'setting' of the answer, the employability skills you used, the part you played and the positive outcome which was achieved.



Slides 32-33: Summary and questions

In summary, understanding and using employability skills will:

- ✓ Give you better prospects in job and future studies



32-33

- ✓ Make the most of your situation
- ✓ Make life, study and work more enjoyable
- ✓ Allow you a bright future – you have control

Ask if any questions at end.

Thank everyone for their time and attention. Goodbye!