



Springboard

# Employability Skills Webinar



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# Introductions

- Elaine Muir – Careers, Education and Employability
- Programme Delivery Manager
  
- Isabel Howden - Careers, Education and Employability
- Programme Delivery Manager



# Agenda

- ✓ What are employability skills?
- ✓ Examples of employability skills
- ✓ Why are they so important?
- ✓ How you can use them to your advantage



# EMPLOYABILITY SKILLS

You may have also heard them referred to as:

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



## WHAT ARE THEY?

### *Definition:*

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

You may have already taken part in a personal qualities workshop, so think about the qualities you listed there and how they relate to employability.....

## WHY DO I NEED THEM?

- 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.

# AS AN EMPLOYER - I CAN TRAIN YOU HOW TO:

- USE MACHINERY CORRECTLY
- ENSURE YOU HAVE THE CORRECT QUALIFICATIONS
- TAKE FOOD AND DRINK ORDERS
- PROCESS CARD PAYMENTS
- COMPLETE NECESSARY CHECKS AND PAPERWORK
- ALL IMPORTANT OF COURSE....



# IT'S MUCH HARDER TO TRAIN YOU TO:

- ARRIVE ON TIME AND BE “READY AND WILLING” TO DELIVER FIRST CLASS SERVICE
- REALLY CARE ABOUT WHAT YOU DO
- UNDERSTAND THE IMPACT OF YOUR ACTIONS ON THE TEAM, CUSTOMERS AND THE BUSINESS
- HAVE A POSITIVE, CAN-DO ATTITUDE
- BE RESILIENT



IT'S NOT JUST **WHAT** YOU  
DO....

BUT **HOW** YOU DO IT....



*What are the consistently most requested  
employability skills?*



**COMMUNICATION**

**TEAMWORK**

**RELIABILITY AND  
TIMEKEEPING**

**PLANNING &  
ORGANISATION**

**LEARNING**

**PROBLEM  
SOLVING**

**INITIATIVE**

**TECHNOLOGY**

**LEADERSHIP**

**SELF-  
MANAGEMENT**

**ABILITY TO BUILD  
CONNECTIONS**

**FLEXIBLE/CAN DO  
APPROACH**

**CONFIDENCE**

**PATIENCE**

YOU ARE **UNIQUE** AND YOU DO HAVE THESE SKILLS



WHAT CAN **YOU** BRING?

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• **IN YOUR SMALL GROUPS...**

- 1) CHOOSE ONE OF THE WORDS (FROM LIST OF MOST REQUESTED EMPLOYABILITY SKILLS)**
- 2) DISCUSS WITH YOUR TEAM, WHY THAT SKILL IS SO IMPORTANT IN THE WORKPLACE**
- 3) PREPARE A SHORT PLAY, RAP, DANCE, SONG, POEM, PICTURE TO FEEDBACK YOUR FINDINGS TO THE REST OF THE CLASS....BE CREATIVE AND HAVE FUN!**



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*How can you gain, practice and improve your employability skills when you are not yet working?*



## GROUP ACTIVITY

### IN YOUR GROUPS:

- Think about how what you can do now to improve your employability skills...
- Write down your list of ideas and feedback to the rest of the class



**You may have got some  
of these, but here are  
our suggestions.....**

**VOLUNTEER**

**SCHOOL TEAMS  
AND  
COMMITTEES**

**SELF  
DEVELOPMENT e.g  
D.o.E. AWARD**

**COMMUNITY  
PROJECTS**

**SPORTS AND  
CLUBS**

**HOBBIES**

**YOUTH GROUPS**

**NETWORKING –  
GET TO KNOW  
PEOPLE**

**PART TIME JOB?**

**TAKE ONLINE  
COURSES**

**PRACTICE IN SCHOOL  
– TIMEKEEPING,  
TEAMWORK, TAKING  
PART**



Once in a job,  
**Employability Skills**  
can also have an  
impact  
on your ability to  
progress in your career

# *Quiz*



# QUIZ

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- b) Degree in English
- c) Ability to drive



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- a) You'll get promoted and given a pay rise
- b) You'll not be as effective in your job as you should be
- c) You'll have a great working relationship with everyone in the team



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- b) Cultural awareness
- c) Strong communication skills



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4) How can you improve your own employability skills?

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- b) Stay in your room and play Call of Duty
- c) Turn down opportunity to join a local youth group



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5) Which set of employability skills are particularly important in the hospitality industry?

- a) Teamwork, attention to detail and patience
- b) Organisation, planning skills and a 'can do' attitude
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6) What should I do if I need to develop a particular employability skill?

- a) Get upset
- b) Practice, look for opportunities to broaden skills and ask for support
- c) Don't do anything just now – they'll develop over time



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Just to end....

A tip on using your transferable skills in an interview answer:

✓ Use the STAR Technique...

**Situation** (tell them about the situation)

**Task** (what had to be done)

**Action** (what action did YOU take, your part in the story)

**Result** (what was the outcome of what you did)

The STAR technique helps you to create a rounded answer to interview questions that allows you to showcase your experience clearly



In summary, understanding and using employability skills will:

- ✓ Give you better prospects in job and future studies
- ✓ Make the most of your situation
- ✓ Make life, study and work more enjoyable
- ✓ Allow you a bright future – you have control



# 30

years  
of



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## Questions?

