



DEVELOPING SKILLS FOR EMPLOYMENT

40 Skills

Essential Skills for Employment

Part of the course: Skills, review of current skills, personal goals, personal statement, curriculum vitae (cv) preparation and variation specific to vacancies, job search, preparation for interview and improving skills for employment

Author: Mark Gillan

Task – The 40 Skills

Confident Individuals – 10 skills

Effective Contributors – 10 skills

Responsible Learners – 10 skills

Successful Learners – 10 skills

On the next page.

Rate yourself between 1-10 for each skill.



10 for the skills that you are the strongest in and 1 for those you are weakest (or had limited experience of) and the rest somewhere in between.

This provides you with a record of how you feel about your strengths and weaknesses in skills. It introduces you to the range and depth of skills that you can demonstrate development in, throughout this Unit as well as your Course.

Rate yourself between 1-10 for each skill.



Successful Learner	
Skill:	Rating:
Visual Interpretation	
Summarising	
Perception	
Peer Evaluation	
ICT	
Psychomotor	
Designing	
Understanding	
Numeracy	
Research	

Confident Individual	
Skill:	Rating:
Literacy	
Presentation Skills	
Observation	
Logical Thinking	
Leadership	
Planning Implementation	
Evaluation	
Perseverance	
Independent Expression	
Flexibility	

Effective Contributor	
Skill:	Rating:
Communication	
Focus	
Analysis	
Working with others	
Team Skills	
Planning	
Practical Application	
Enterprise / Entrepreneurial Skills	
Creativity	
Problem-solving	

Responsible Citizen	
Skill:	Rating:
Perspective	
Social Awareness	
Self-Awareness	
Objective Rational Thinking	
Consideration	
Environmental Awareness	
Coaching	
Empathy	
Integrity	
Community Involvement	

Task – Review of Current Skills

Look at the 40 skills and your personal ratings and comment on your 3 main strengths and 3 main weaknesses

Strengths

Skill	Explanation of strengths

Weaknesses

Skill	Area for Improvement