**EMPLOYABILITY AND SELF-DEVELOPMENT**

**Learning Outcome 2: ACTIVITY 1**

**INDIVIDUAL ACTIVITY**

**Assessing employability skillset**

For each of the following employability skills, tick one of the boxes. Be honest. You need to be able to evidence whatever you tick from your experience.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Inexperienced** | **Beginner** | **Intermediate** | **Experienced** |
| **SELF-MANAGEMENT** |
| Punctuality |  |  |  |  |
| Time management |  |  |  |  |
| Planning and organising |  |  |  |  |
| Self-confidence |  |  |  |  |
| Honesty and integrity |  |  |  |  |
| Reliability |  |  |  |  |
| Can do approach |  |  |  |  |
| Enthusiasm |  |  |  |  |
| Commitment |  |  |  |  |
| Good personal presentation |  |  |  |  |
| Coping with pressure |  |  |  |  |
| Emotional intelligence (understanding yourself) |  |  |  |  |
| **THINKING & PROBLEM-SOLVING** |  |  |  |  |
| Attention to detail |  |  |  |  |
| Negotiation |  |  |  |  |
| Decision-making |  |  |  |  |
| Initiative |  |  |  |  |
| Achievement |  |  |  |  |
| Drive |  |  |  |  |
| Reflection |  |  |  |  |
| **WORKING TOGETHER** |  |  |  |  |
| Collaboration |  |  |  |  |
| Cooperation |  |  |  |  |
| Flexibility |  |  |  |  |
| Responsiveness |  |  |  |  |
| Willingness to learn |  |  |  |  |
| Involving others |  |  |  |  |
| Equality and inclusion (appreciating diversity) |  |  |  |  |
| Taking responsibility |  |  |  |  |
| Being accountable |  |  |  |  |
| Managing and leadership |  |  |  |  |
| Delegation |  |  |  |  |
| Tact & diplomacy |  |  |  |  |
| Trustworthiness |  |  |  |  |
| Conflict resolution |  |  |  |  |
| **COMMUNICATION SKILLS** |  |  |  |  |
| Verbal communication |  |  |  |  |
| Non-verbal communication  |  |  |  |  |
| Active listening |  |  |  |  |
| Giving and receiving feedback |  |  |  |  |
| Presentation skills |  |  |  |  |
| Telephone skills |  |  |  |  |
| **BUSINESS SKILLS** |  |  |  |  |
| Commercial awareness |  |  |  |  |
| Customer focus |  |  |  |  |
| Service orientation |  |  |  |  |
| On-time delivery |  |  |  |  |
| Corporate social responsibility  |  |  |  |  |
| Ethicality |  |  |  |  |
| **FUNCTIONAL SKILLS** |  |  |  |  |
| Numeracy |  |  |  |  |
| Language (not included above if relevant) |  |  |  |  |
| Information and communication technology |  |  |  |  |