



Building my skills for life & work



Building your skills for your future career and life in general, is something that you can be doing today. Think about training your skills as you would your muscles for a particular sport. The more you workout, test them and push them to your limits the stronger you will become.

Young people often say they do not know what skills employers are looking for. So here is a list of the key skills most employers look for when hiring staff. Take a look through these skills and complete as much of the information as you can. Keep hold of this framework so you can remember what skills it is you need to be mastering.

KEY SKILLS		Did your Buzz Quiz results highlight this as one of your skills?	How would you score yourself out of 10 for this skill - 10 being professional?	How could you improve this skill so that you were professional at it?	Can you name any careers that this skill would be good for?
PROBLEM SOLVING (Initiative)					
COMMUNICATION (Presenting, Listening)					
SELF-MANAGEMENT (Organisation)					
TEAMWORK					
CREATIVITY					
NUMERACY					
DIGITAL SKILLS					
INFORMED					
LEADERSHIP					
CONFIDENCE					
DRIVE (Aiming High)					
RESILIENCE (Staying Positive)					
REFLECTION					
SELF-BELIEF					