

inspire,  
inform,  
empower

# Toolkit

## Steps

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## Next

# Know Yourself

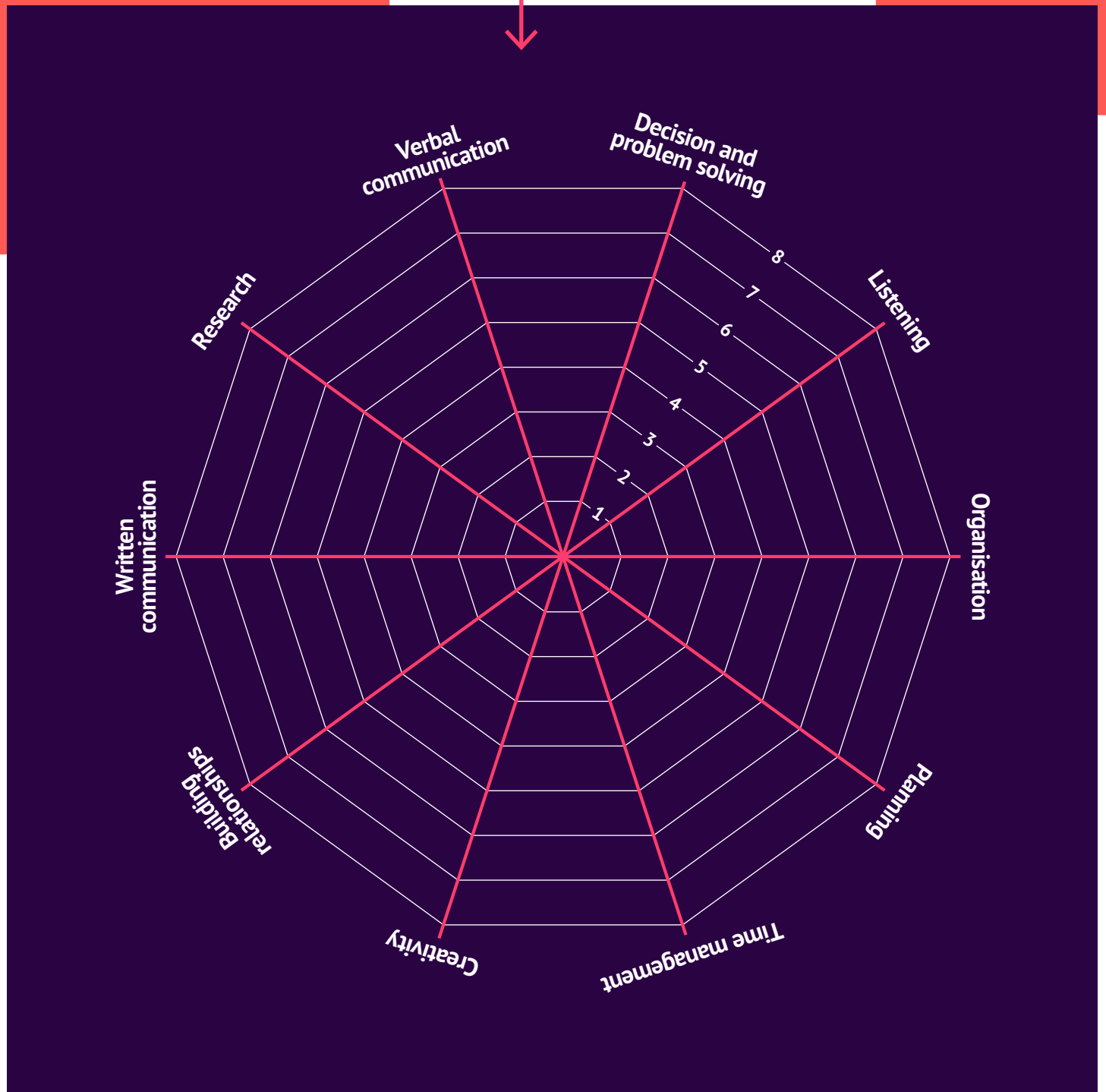
We spend a lot of time focussing on other things and other people; checking out social media stories, reading up on the latest news and finding the next series to binge watch. But it's important not to forget to **focus on yourself** - especially when it comes to thinking about employment.

Here are some useful tools to start building a better picture of you, for you!



This PDF is interactive, so that you can fill out digitally.

# Skills Map



Here are 10 key skills employers will look out for. On each skill line, rank yourself from 1 to 8 (1 being low and 8 being high) of where you see yourself.

This will give you a good picture of where your strengths are and the skills you need to work on.

# Interests & Priorities



Understanding how your interests and values can help to shape your future career is really useful. It will help you to find a pathway that you feel motivated and driven to achieve.

Which subjects do you enjoy the most?

What things are important to you in a job?

What hobbies / activities do you do in your spare time?

What does success look like to you?

# Career Opportunities

These websites are full of job/apprenticeship/training opportunities to give you some inspiration.

[futuregoals.co.uk/careerstarters](http://futuregoals.co.uk/careerstarters)  
[nationalcareers.service.gov.uk](http://nationalcareers.service.gov.uk)

Find 3 that interest you, add the top skills for each role and put your skill rating in the box next to it.

**Job roles**

**Top skills**

**My skill rating**

1

\_\_\_\_\_



\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2

\_\_\_\_\_



\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3

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Now you can start to see which of the skills that you rated as your weakest are the ones to focus on - based on the top skills required for each of the job roles that interest you.

# Next Steps

Now, it's time to put a plan in place to help improve those key skills and reach your career goal.

**My skill focus is** 

For one week, plan a different activity or task per day that will help you to practise and develop your skill focus.

	Monday
	Tuesday
	Wednesday
	Thursday
	Friday



# FUTUREGOALS

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