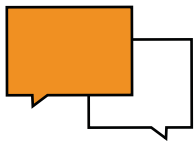


Skills

Young people starting out in the world of work and further education need to be able to adapt to an ever-changing economic environment. The phrase 'A job for life' has definitely become a bit outdated. Having a wide range of skills that can be applied to various roles and sectors is something that all young people should be aware of.

The following are the skills most requested by employers:



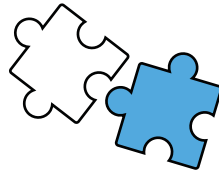
communication



teamwork



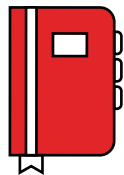
initiative



problem-solving



computer /
IT skills



organisation



leadership



hard work &
dedication



creativity



reliability

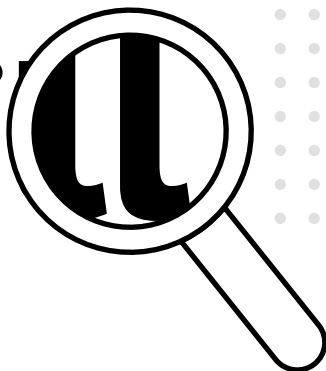
inspired
excited
Get ready
for career
conversations
ideas
informed

Parents and carers have an important role to play in supporting their children to make informed decisions that optimise their chances of employment. By understanding the importance of skills, the ways in which they can present themselves and how they can be practised and perfected, parents have an even stronger way of supporting their child with their FutureGoals.



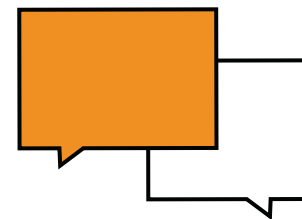
Activity:

Spot the Skill

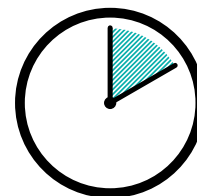


To understand the wealth of skills needed for future aspirations and how often they are required within employment, take a look at our interactive **Skill Search** activity.

Simply read through the scenario for each job and try to figure out which skill is the most important in order to carry out that role effectively. We're using the **STAR (situation, task, action, result) method** to break down each key skill further so you can see the type of role carried out, alongside the relevant skill.

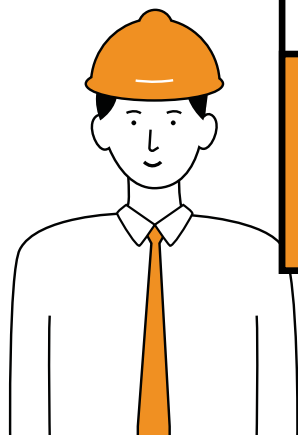


Let's
go



Activity time: **10 minutes**

Scenario 1



I manage a team of roughly 55 people. They look to me for guidance, advice and as someone who manages their daily duties while working.

- Site Manager

Which key skill is the most useful for this kind of career related task?



Problem-solving

Creativity

Initiative

Computer / IT skills

Hard work & dedication

Organisation

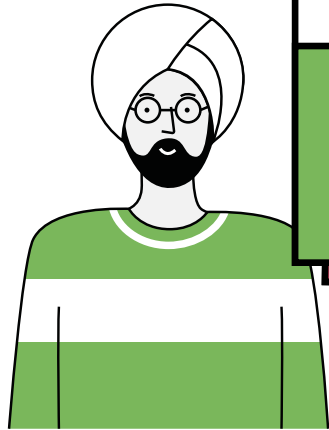
Reliability

Communication

Teamwork

Leadership

Scenario 2



I'm all about ideas and coming up with new and exciting ways to be persuasive. I have to make sure that my writing is engaging and accurate.

- Copywriter

Which key skill is the most useful for this kind of career related task?



Problem-solving

Creativity

Initiative

Computer / IT skills

Hard work & dedication

Organisation

Reliability

Communication

Teamwork

Leadership

Scenario 3



Most days I come up against something that I need to figure out and it's usually on my own. I work to a very specific set of rules, so I'm always on the lookout for ways that I can meet these rules.

- Electrical Engineer

Which key skill is the most useful for this kind of career related task?



Problem-solving

Creativity

Initiative

Computer / IT skills

Hard work & dedication

Organisation

Reliability

Communication

Teamwork

Leadership

Scenario 4



I have quite a big responsibility. When a new building appears, or when it's still under construction, it's my job to make sure it's structurally sound. It's my responsibility to make sure I check everything, even things that haven't been pointed out to me.

- Structural Engineer

Which key skill is the most useful for this kind of career related task?



Problem-solving

Creativity

Initiative

Computer / IT skills

Hard work & dedication

Organisation

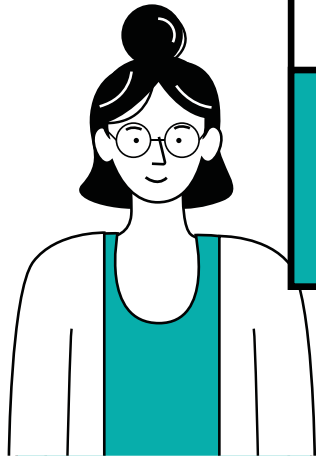
Reliability

Communication

Teamwork

Leadership

Scenario 5



My job is incredibly technical and I need to know how to use the equipment around me. I have to keep up to date with new programmes and regularly communicate with my team to ensure that everyone is aware of new systems and their functionality.

- Games Designer

Which key skill is the most useful for this kind of career related task?



Problem-solving

Creativity

Initiative

Computer / IT skills

Hard work & dedication

Organisation

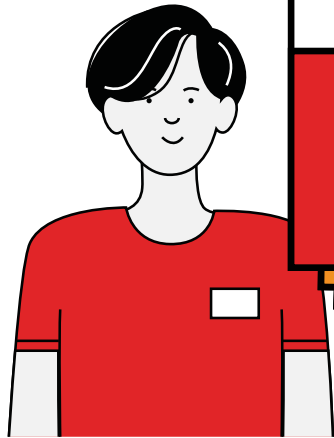
Reliability

Communication

Teamwork

Leadership

Scenario 6



I love taking care of people. I know that they need me and I'm always willing to be there to help in any way that I can. A massive part of my job is being ready for any eventuality and not losing focus.

- Care Worker

Which key skill is the most useful for this kind of career related task?



Problem-solving

Creativity

Initiative

Computer / IT skills

Hard work & dedication

Organisation

Reliability

Communication

Teamwork

Leadership

Scenario 7



My job is all about numbers. I spend my day surrounded by spreadsheets, documents and, of course, lots of numbers. I need to make sure that I keep on top of the various tasks that I have to do.

- Accounting Technician

Which key skill is the most useful for this kind of career related task?



Problem-solving

Creativity

Initiative

Computer / IT skills

Hard work & dedication

Organisation

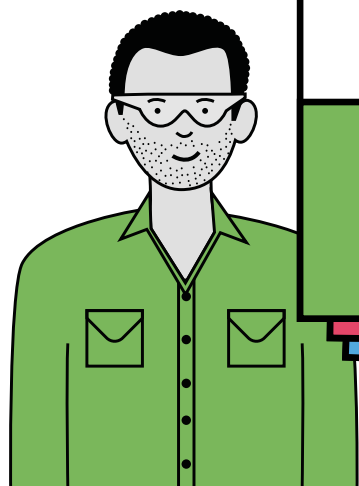
Reliability

Communication

Teamwork

Leadership

Scenario 8



I make up part of a much bigger system; you could say I'm an important cog in a machine. Without my presence, it's safe to say that things probably wouldn't go according to plan.

- Production Worker

Which key skill is the most useful for this kind of career related task?



Problem-solving

Creativity

Initiative

Computer / IT skills

Hard work & dedication

Organisation

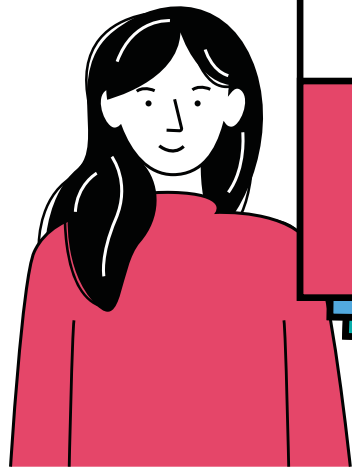
Reliability

Communication

Teamwork

Leadership

Scenario 9



Managing social media accounts for my company is all about getting the tone right and getting the necessary information out there. Sometimes I have to think outside the box for ways that I can effectively deliver content to the desired audience.

- Social Media Manager

Which key skill is the most useful for this kind of career related task?



Problem-solving

Creativity

Initiative

Computer / IT skills

Hard work & dedication

Organisation

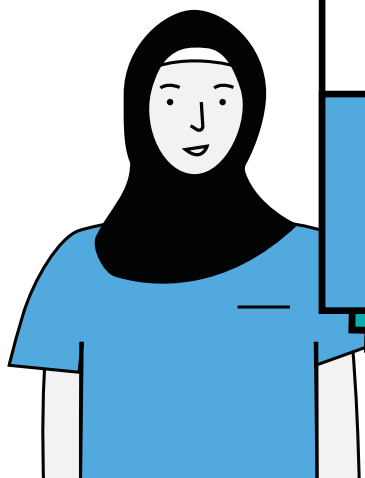
Reliability

Communication

Teamwork

Leadership

Scenario 10



Taking care of people is an incredibly important responsibility. But I couldn't do it without my co-workers. We're there to support each other, lend a hand if needed and work closely to make sure we do the job right.

- Nurse

Which key skill is the most useful for this kind of career related task?



Problem-solving

Creativity

Initiative

Computer / IT skills

Hard work & dedication

Organisation

Reliability

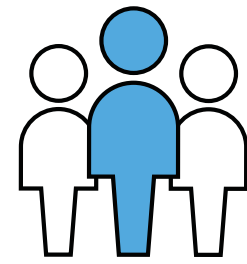
Communication

Teamwork

Leadership

Scenario 1

That's right!



Situation	S	Monday morning meeting.
Task	T	Presenting to the team and the main aims for the week.
Action	A	Prepared a detailed presentation and delegated specific talking points to members of the team.
Results	R	All were aware of and understood important things coming up for the company and certain members of the team had the opportunity to lead the meeting.



Find out more about Construction in our region on FutureGoals
futuregoals.co.uk/be-inspired/working-in-the-construction-sector/

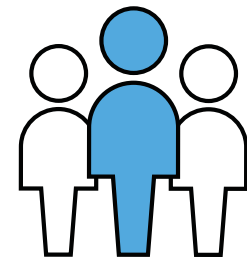
 **Next** →

- Problem-solving
- Creativity
- Initiative
- Computer / IT skills
- Hard work & dedication
- Organisation
- Reliability
- Communication
- Teamwork

Leadership

Scenario 1

Not quite!



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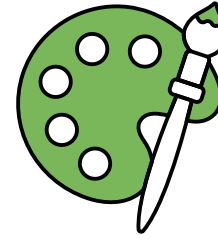
 **Next** →

- Problem-solving
- Creativity
- Initiative
- Computer / IT skills
- Hard work & dedication
- Organisation
- Reliability
- Communication
- Teamwork

Leadership

Scenario 2

That's right!



Situation

S

A client has asked for a social media campaign to advertise their latest product.

Task

T

I decided to spend time researching the product before writing.

Action

A

I wrote a series of social media graphics that were exciting and amusing.

Results

R

The client was really impressed with the new ideas.

Did you know?

Communication, organisation, attention to detail and planning are all very important to employers! Closely followed by creativity and Microsoft Excel.



Next



Problem-solving

Creativity

Initiative

Computer / IT skills

Hard work & dedication

Organisation

Reliability

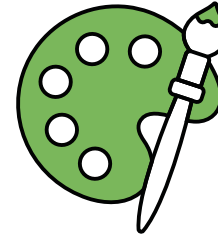
Communication

Teamwork

Leadership

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Problem-solving

Creativity

Initiative

Computer / IT skills

Hard work & dedication

Organisation

Reliability

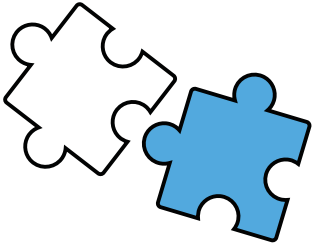
Communication

Teamwork

Leadership

Scenario 3

That's right!



S Situation Visiting a new-build home.

T Task To replace the existing, and poor, wiring work carried out by another engineer.

A Action I had to figure out where the previous engineer had gone wrong and how I could fix it.

R Results The electrics within the home were working once again.

Did you know?

There are over 8,600 architecture related jobs in Leeds City Region. Having problem solving skills are ideal for this type of role.

Next →

Problem-solving

Creativity

Initiative

Computer / IT skills

Hard work & dedication

Organisation

Reliability

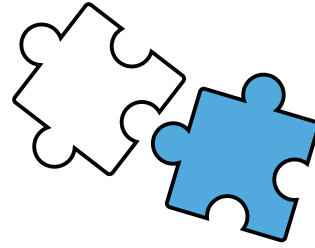
Communication

Teamwork

Leadership

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Creativity

Initiative

Computer / IT skills

Hard work & dedication

Organisation

Reliability

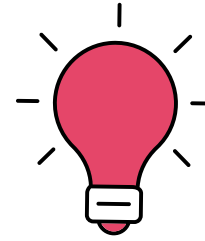
Communication

Teamwork

Leadership

Scenario 4

That's right!



Situation

S

A new building's roof causing some concern for the developer.

Task

T

To understand the concerns and create a solution.

Action

A

I spent time assessing the roof against current regulations.

Results

R

The structure was ruled to be safe.



Find out more about Engineering in our region on FutureGoals
futuregoals.co.uk/be-inspired/working-in-the-manufacturing-sector/



Next



Problem-solving

Creativity

Initiative

Computer / IT skills

Hard work & dedication

Organisation

Reliability

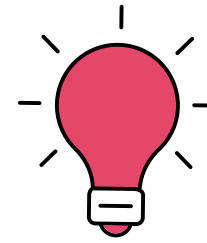
Communication

Teamwork

Leadership

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 **Next** 

Problem-solving

Creativity

Initiative

Computer / IT skills

Hard work & dedication

Organisation

Reliability

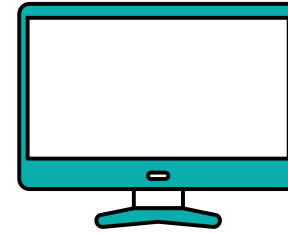
Communication

Teamwork

Leadership

Scenario 5

That's right!



Situation

S

The creation of a new element of a recently developed game.

Task

T

Presenting the new element to the team, including a demonstration.

Action

A

Remotely presented a run through of the element in action through Microsoft Teams.

Results

R

My team were able to communicate whilst working from home and view the game development in action.

Did you know?

Having good IT skills and an attention to detail could secure a career in software development. There are currently over 47,000 people employed in the digital sector in our region.



Next



Problem-solving

Creativity

Initiative

Computer / IT skills

Hard work & dedication

Organisation

Reliability

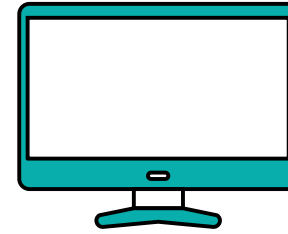
Communication

Teamwork

Leadership

Scenario 5

Not quite!



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Next



Problem-solving

Creativity

Initiative

Computer / IT skills

Hard work & dedication

Organisation

Reliability

Communication

Teamwork

Leadership

Scenario 6

That's right!



Situation

S

Morning briefing involving all the team.

Task

T

Asked to check the drug trolley and sign out sheet.

Action

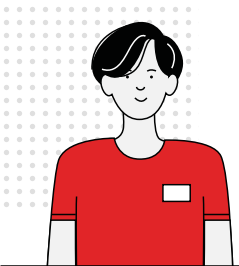
A

Although I checked this the previous night, I spent time going over the contents and sign out sheet once again to be sure everything was in order.

Results

R

I noticed that we were missing a few items that needed to be reordered.



Find out more about roles in Health and Social Care in our region on FutureGoals

futuregoals.co.uk/be-inspired/working-in-health-and-social-care/

Next →

Problem-solving

Creativity

Initiative

Computer / IT skills

Hard work & dedication

Organisation

Reliability

Communication

Teamwork

Leadership

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 **Next** 

Problem-solving

Creativity

Initiative

Computer / IT skills

Hard work & dedication

Organisation

Reliability

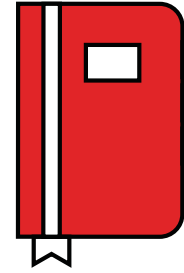
Communication

Teamwork

Leadership

Scenario 7

That's right!



Situation

S

The accountancy firm has taken on a new client.

Task

T

Asked to gather, collate and prepare notes.

Action

A

I spent time creating a system that would allow me to continuously update the company's records.

Results

R

I made things much quicker for the senior accountants when they wanted to find files or information about the client.

Did you know?

A role in Business Development requires excellent planning skills. This career is currently an 'in-demand' role in our region.



Next



Problem-solving

Creativity

Initiative

Computer / IT skills

Hard work & dedication

Organisation

Reliability

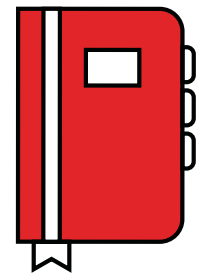
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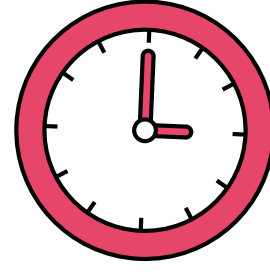
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 **Next** →

- Problem-solving
- Creativity
- Initiative
- Computer / IT skills
- Hard work & dedication
- Organisation**
- Reliability
- Communication
- Teamwork
- Leadership

Scenario 8

That's right!



Situation
Task
Action
Results

S

A last-minute, urgent order from a regular client.

T

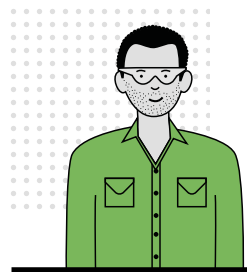
To make sure that all required parts are ready to be shipped by the end of the day.

A

I started my day a little earlier than usual so I could support the team from the previous shift.

R

We were able to get the urgent order to the client with time to spare.



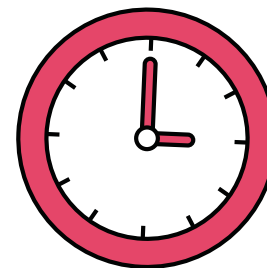
Find out more about working in Production in our region on FutureGoals
futuregoals.co.uk/be-inspired/working-in-the-manufacturing-sector/

Next →

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 **Next** 

Problem-solving

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Organisation

Reliability

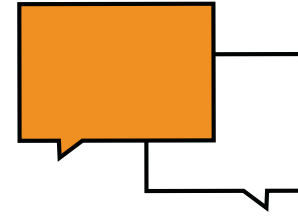
Communication

Teamwork

Leadership

Scenario 9

That's right!



Situation

S

A regular and well-known client has come under criticism from the media.

Task

T

To minimise the negative opinions online.

Action

A

I put together a series of Tweets and positive campaign materials that presented a clear message to the public without referring to the recent negative claims.

Results

R

The company was able to work through the negative media attention and continue to run as normal.

Did you know?

There are over 19,000 marketing jobs in our region. Having good communication skills can help to secure a role in marketing.



Next



Problem-solving

Creativity

Initiative

Computer / IT skills

Hard work & dedication

Organisation

Reliability

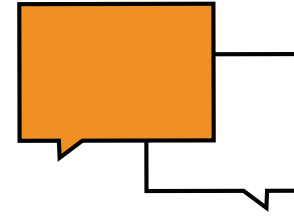
Communication

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Leadership

Scenario 9

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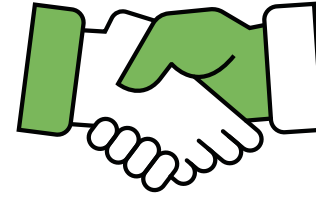
Communication

Teamwork

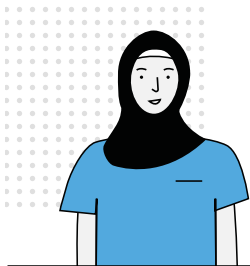
Leadership

Scenario 10

That's right!



Situation	S	A multiple car collision on a nearby motorway.
Task	T	To be ready for the patients to arrive.
Action	A	I worked closely with my team to make sure we were ready by prepping the various rooms needed and being aware of the types of injuries coming in.
Results	R	We were able to treat a wide variety of injuries in a calm and organised manner.



Find out more about Nursing in our region on FutureGoals
futuregoals.co.uk/be-inspired/working-in-health-and-social-care/

 **Next** 

Problem-solving

Creativity

Initiative

Computer / IT skills

Hard work & dedication

Organisation

Reliability

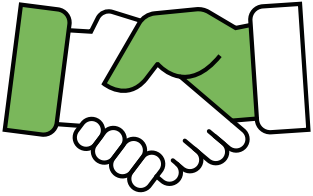
Communication

Teamwork

Leadership

Scenario 10

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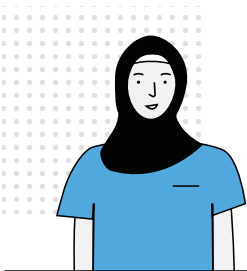
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Results

R

We were able to treat a wide variety of injuries in a calm and organised manner.



Find out more about Nursing in our region on FutureGoals
futuregoals.co.uk/be-inspired/working-in-health-and-social-care/

 **Next** 

- Problem-solving
- Creativity
- Initiative
- Computer / IT skills
- Hard work & dedication
- Organisation
- Reliability
- Communication
- Teamwork**
- Leadership

Great work!

Whether thinking about yourself or your child, understanding the skills that you have and ways in which you can present them is a really useful piece of knowledge to have. We're frequently asked to give examples of times when our skills were put to action; personal statements, CVs and job applications/interviews to name just a few.

Take another look at the STAR method as a way to understand and establish examples of key skills. We've included a template (following page) that you could complete on your own, as an example for your child, or together, focusing on their skills.




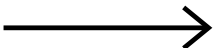
Conversation starters



It can be hard for a young person to identify their own skills without the right kind of conversation; take a look at our conversation starters for a bit of inspiration:

- What do you think your life will look like 10 years from now?
- What is your favourite subject in school and why?
- What is something that you like to do when you're bored?
- Do you have any role models? Who are they, and why do you look up to them?
- What do you think you are good at?
- What jobs might you be interested in doing?
- What is something that you really like about yourself?
- What helps you feel better when you're upset or stressed out?
- What's the best thing about being a teenager?
- When you're older, what kind of lifestyle would you like to have?
- How would describe your perfect day? What would you do with it and why?
- What do you enjoy doing?
- Do you have any specific goals (do you already know what career you would like)?

		Skill:	Skill:	Skill:
Situation	S			
Task	T			
Action	A			
Results	R			

 **Next** 

Next steps

Now is a really good time for you and your child to sit down and evaluate their key skills. It's more than likely they will already exhibit many of the skills focused on in this activity. To help you understand the skills they have and come up with real-life examples of them in action, head to our Remote activity.

Here you'll find an interactive activity designed to rank personal key skills, a format to help you find evidence and ideas to help practise the skills that they are not so confident with.

Go to FutureGoals Remote



Challenge 2: Create it!

JOINING THE DOTS

A BIT OF INSPIRATION
To begin, take a look at our Inspiration film.

It can be hard to work out what you want your future career to be. This challenge will help you discover how your interests, values and skills can help you achieve your goals.

You will need to identify, reflect and develop your personal skills, while spending time researching a range of career sectors.

By the end of this challenge you will have a better understanding of your future ambitions and a plan to help you achieve them.

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Skills map

It's time to evaluate your own skillset.

Each skill has a score of 1-8, simply place a 'dot' on the skills line where you see yourself. If you have a printed copy, you can join up the points on your map.

You will now be able to see which skills you are the strongest in and which skills require more attention.

If you are stuck, try out this quiz: icould.com/baze-quiz

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One week to make an impact

For one week, plan a different activity or task per day that will help you to practise and develop your skill focus. After each day, complete a quick self-evaluation.

	Monday	Tuesday
The activity		
How did the activity improve your skill?		
What will you do the next day to further your progression?		

FUTUREGOALS Remote

A project led by the Leeds City Region Enterprise Partnership

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inspired
excited
Get ready
for career
conversations
ideas
informed

FUTUREGOALS

futuregoals.co.uk

 Leeds City Region
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Working in
partnership
with the

**West
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