Pack 2: Understanding your skills

Meet Theo, ICT Support Engineer

Watch the video and discuss: What are the benefits of thinking about work as a step-by-step process, as Theo mentions, rather than planning for a whole career?
Talk in pairs or small groups before sharing with the wider group:

Reflect on the difference between hard and soft skills.
Introduce the terms “hard” and “soft” skills to the group. Talk about how hard skills are often technical and learnt while working (such as programming, data analysis or technical writing) while soft skills are non-technical, often part of people’s personalities and can be developed in and out of the workplace.

Ask individuals to look independently at this list of soft skills and circle the ones that feel relevant to them. If time, ask them to pick what they think is their top soft skill and write down an example of how they would demonstrate this.

Alternatively, they could repeat the exercise with another individual in the group, as sometimes you can see skills in others that they can’t see in themselves.

Meet Lucy, Conservator

Watch the video and discuss: Would it be possible for Lucy to do her job without the soft skills (communication, compromise, self-motivated and disciplined) **that she mentioned? Why or why not?**
Talk in pairs or small groups before sharing with the wider group:

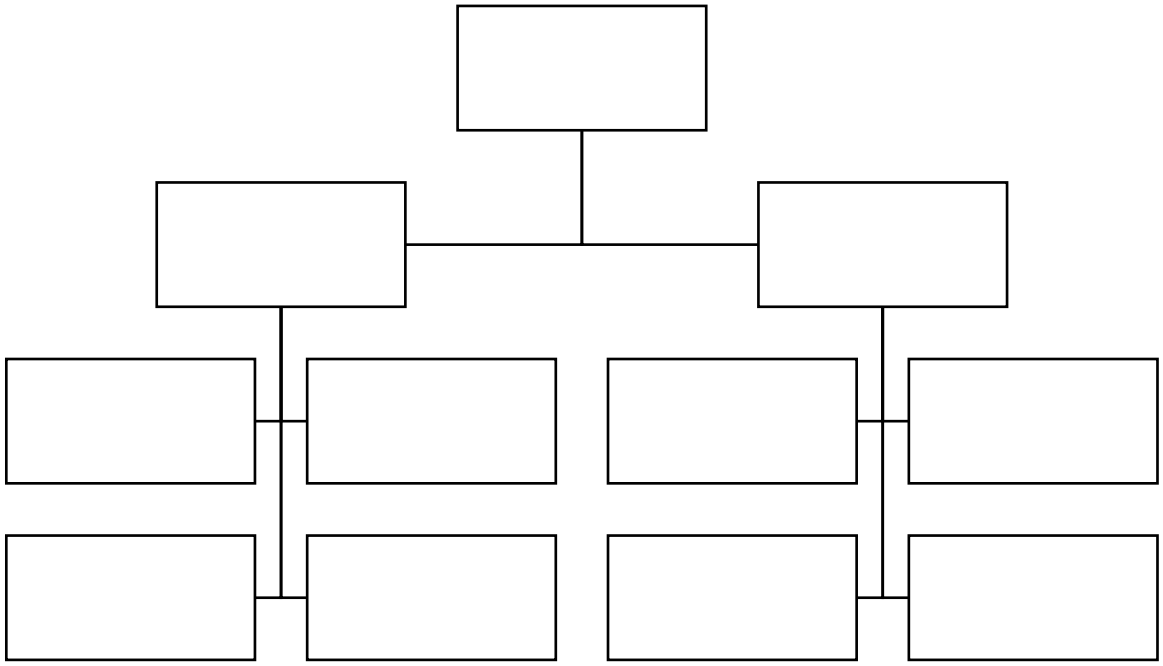
Reflect on how existing hard and soft skills might be transferable.
Ask individuals to think independently about some of their interests which might be related to potential jobs, in the same way Lucy did.

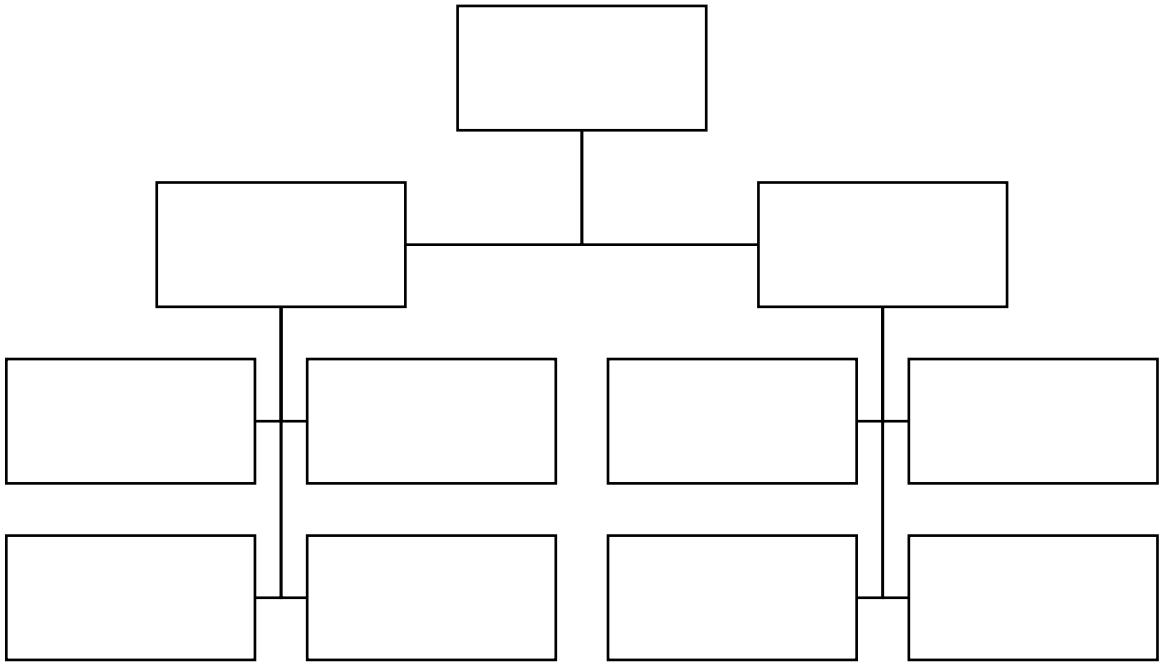
Ask them to think about what hobbies they enjoy or how they like to spend their free time and how this breaks down into hard and soft skills which could be transferable. Everyone has and uses skills in their everyday lives which will be valuable in the workplace.

Note that it doesn’t have to be a sport or creative activity, it could relate to which social media accounts they follow, or what they choose to watch, listen to or read.

Communication	Teamwork	Problem-solving	Time management
Creativity	Empathy	Reliability	Helpfulness
Listening	Positivity	Confidence	Attention to detail
Organisation	Planning	Patience	Self-motivation
Adaptability	Listening	Persistence	Curiosity

Your space for additional notes:





Your space for additional notes: