

# Employability Soft Skills Facilitator Guide

## Overview

This lesson is designed to help students understand the key skills that employers look for, in a language that they understand and with examples they'll be able to relate to from their academic lives and extracurricular interests. There's also a section on personal brand to help grow confidence in being able to establish the right networks and present themselves appropriately to really sell themselves well.

## Purpose

It's difficult to create a 'one size fits all' set of skills required for the world of work when every job is different and every person is different. This guide allows each student to apply their strengths to some core important qualities, and build their own personal brand. There's also the opportunity for KS4 and KS5 students to explore which of the 16 Personalities they fall into to understand more about them, the way they work, the way they interactive with others and what their strengths and improvement areas are.

## Objectives

Students will be able to:

- ❑ Apply their experience, from in school and in extra-curricular activities, to some core important qualities that employers look for
- ❑ Work on their personal brand and elevator pitch
- ❑ Explore which of the 16 Personalities they fall into and what it tells them about themselves

## Agenda

### Introduction (5 min)

- Can you name some important skills that employers may look for?

### 10 ways to improve your employability (40 min)

- 3 minutes per skill including discussion
- 1 additional minute per skill for students to write down how that skill applies to them

### Personal brand (10 min)

- 8 minutes discussion:
  - Networking
  - Writing skills
  - Social media professionalism
  - First impressions
- 2 minutes practicing a 30 second elevator pitch with a partner

### Wrap-up & Reflection (5 mins)

- Recap 10 ways to improve employability
- Direct students at 16 Personalities
- Encourage students to work on and think about how their group projects, extra curricular activities, etc. are contributing to their employability skills

## Preparation / Materials Needed

- ❑ Class Handouts - print 1 copy per student
- ❑ Download the session PowerPoint

# Teaching Guide

*This guide includes a suggested script for the session (in orange). However, please feel free to tailor and adapt this accordingly when delivering.*

## Section 1: Introduction (5 minutes)

*Good morning/afternoon everyone. Today we are going to talk about some key skills that employers look for when recruiting new people, and think about how what we're doing in school or in our extracurricular interests is beginning to build our employability skills already.*

Each table will have a big piece of paper. Ask each group to spend **1 minute** doing a very quick brainstorm of what they think the important skills are that employers expect them to have, or their mums and dads if it's easier to think about grown-ups.

Debrief the whole class back together for **3 minutes** asking each table in turn their thoughts. This is simply an introduction to the topic - the session will go into each of them in more detail later.

## Section 2: 10 ways to improve your employability (40 minutes)

### Part 1 - Finding out about some important skills

Spend about 3 minutes explaining/discussing each skill. Read out the skill and examples and ask students to raise their hand if they have done any of these things or something similar. Ask the room to provide examples and why they're important/ how it could help them in the workplace.

*Who has ever done any of those things? Can someone give me any other examples? How do you think that example would make an employer think you'd be a good person to have working for them?*

### Part 2 - Thinking about how those skills apply to self

Give the students a further minute to talk in their tables and write down some of the ways they've demonstrated the skill in discussion.

Repeat the two parts for each of the ten employability skills.

## Section 3: Personal brand (10 minutes)

*Employability skills aren't really 'one size fits all,' just like every job is different and every person is different. It's also important to work on your personal brand to be able to talk confidently about what makes you, you!*

Spend about **8 minutes** in discussion about the areas on the slide, such as networking, communication skills, presenting yourself professionally on social media and making good first impressions.

Get the students to spend **2 minutes** practicing an elevator pitch about them and what they're good at with a partner.

## Section 4: Wrap up & Reflection

*In just an hour we've talked about a number of skills and thought about how the things we're good at that make us employable. We've also talked about our personal brand. All of these things are good to take away and think about in everything we do. You might also want to have a look at 16 Personalities and see which group you fall into, which also explains the way you work, the people you work well with, etc. It's a really interesting test.*

Spend some time discussing any final comments about each of the 10 skills and personal brand areas, then flash up 16 Personalities to show a glimpse of the questions and the different types of personalities people can fall into.

**Disclaimer:** This content is for general information purposes only, and should not be used as a substitute for consultation with professional advisors. Information available here is not to be relied upon as professional advice or for the rendering of professional services.

Certain links in this Site connect to other Web Sites maintained by third parties over whom PricewaterhouseCoopers LLP has no control. PricewaterhouseCoopers LLP makes no representations as to the accuracy or any other aspect of information contained in other Web Sites. © 2019 PricewaterhouseCoopers LLP (a UK limited liability partnership). All rights reserved. 'PwC' refers to the UK member firm, and may sometimes refer to the PwC network. Each member firm is a separate legal entity. Please see [www.pwc.com/structure](http://www.pwc.com/structure) for further details.