



pwc

Employability Skills Curriculum

How to improve your employability



Agenda/Contents

Let's get started

1. Getting Started

- What skills do employers look for?

2. Your Employability

- 10 ways to improve your employability
- Your Personal Brand

3. Wrap up and reflection

Session overview

This session will help you understand the key skills that employers look for, using examples from academic lives and extra-curricular interests. You will also have the chance to think about your “personal brand”.

Objectives

You will be able to:

- Apply your experience, from in school and in extra-curricular activities, to some core qualities that employers look for
- Begin to think about your personal brand

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

How to improve your employability...

1

Coach and develop yourself and others

2

Communicate with impact and empathy

3

**Be curious:
Learn, share and innovate**

4

Lead and contribute to team success

5

Build and sustain relationships

6

Show you have courage and integrity

7

Manage projects and budgets

8

Be open minded, practical and quick to adapt

9

Build knowledge of the world of work

10

Be passionate about making a difference

How to improve your employability...

1

Coach and develop yourself and others

It's about not being afraid to push yourself...

Have you pushed yourself to achieve things that go above and beyond?

Have you taken the time to provide feedback to others?

Have you ever changed the way you did something after getting feedback?

Have you developed new skills outside of your studies?

Have you done any work experience, voluntary work or developed a new skill?

You're the kind of person who always wants to improve. You'll be able to show how much you've done to develop yourself – and to help others do better too. Think about the things you've done well and not so well. Think about the times you've given other people constructive feedback that made a difference. Skills like these could come from a whole host of different areas... You might have mentored a younger student at school. Maybe you've set yourself standards that go above and beyond the demands of your studies, part-time job or voluntary work. Whatever the case, you'll be passionate about development – and able to prove it.

How to improve your employability...

2

Communicate with impact and empathy

It's about getting your message across...

Have you presented to your class, club or society?

Have you created something for others to follow, such as instructions or a project plan?

Have you ever spoken in front of an audience?

Do you take on board different opinions or try to persuade people to your way of thinking?

Have you written something like a speech or used persuasion to get agreement on something?

Wherever you work, you'll be working closely with lots of people. You'll need to be able to get your point across and bring others round to your way of thinking. You should also be good at listening to others' ideas and opinions. You'll have to express yourself clearly both face-to-face and in writing, from your job application forms, to being confident in presenting to an audience, to writing good documents/proposals. You might have persuaded an organisation to sponsor a sports team, or been a form representative. What's important is that you have plenty of examples, and that you know how to bring those examples to life.

How to improve your employability...

3

**Be curious:
Learn, share and
innovate**

It's about looking at things differently...

Have you made time to learn something new outside of your studies?

Have you ever come up with a new and better way of doing something?

When have you applied some new learning to achieve a goal?

Have you shared what you know with other people you study with?

Do you go to events at school that encourage knowledge sharing?

Do you like coming up with new ways of doing things? Employers will want you to always learn and develop, so you need to be ready to learn, share and innovate. That could be on a training course, collaborating with colleagues or coming up with new ideas or ways of doing things. Think about how you've made the most of different opportunities to learn – especially those that fall outside your studies. You might have passed on your knowledge to people you have worked on projects or extra-curricular activities with, or found a way to make something more efficient. Perhaps you came up with an idea for a new kind of fundraising event. Or took up an evening class. Employers will want you to be committed to building on these qualities.

How to improve your employability...

4

Lead and contribute to team success

It's about giving others a leg up...

Do you know what qualities you can bring to a team as a leader or a team member?

Have you taken part in a voluntary project that relied on people pulling together?

Can you think of a time when you worked in a team to achieve a common goal?

Have you been adaptable in order to work better with others?

Do you belong to a sports team or club? Have you ever had to plan your comeback from a sports injury?

Pretty much every job needs teamwork. The better you can support, lead and get along with others, the further you'll go. You could have picked up the skills to do this in many different ways – the most obvious being as part of a sports team or club, or in a group project. You'll need to think about the skills you brought to the team. Did you negotiate to achieve a common goal? Did you motivate other team members? Did you adapt your communication style? Did you resolve any group problems? If that sounds like you, then you'll be a good team player that employers will be looking for!

How to improve your employability...

5

Build and sustain relationships

It's about getting on with everyone...

Did you take the time to get to know a classmate or someone new really well?

Have you built good relationships with others? If so, how do you know?

Are you a strong contributor at your local club or society?

Have you networked with people from other schools or places?

Did you make and maintain useful contacts on projects, placements or trips?

If you can build relationships, you'll be better placed to measure, protect and enhance what matters most to the people you work with. If you're working with clients, establishing good rapport will mean clients are more likely to come back to you again and again, and there's a better chance they'll recommend you to others too. Your ability to inspire loyalty and get on well with others can make a big difference to your career. There are lots of ways to show employers you've maintained strong relationships with all sorts of different people – from keeping in touch with a contact you made on a work experience placement through to getting to know people on rival teams or clubs.

How to improve your employability...

6

Show you have courage and integrity

It's about being happy to speak up...

Can you think of a time when you worked well under pressure?

Have you handled conflicts or differences of opinion well?

Do you put 100% into everything you do? Even if it's something you think is boring?

Do you always turn up on time?

Have you kept your cool when dealing with someone difficult?

Honesty and integrity are absolutely vital in any workplace. They'll help you be open with the people you work with, and to deliver the best standards, do the right thing and maintain the highest levels of confidentiality and professionalism. Importantly, if something's not right, you won't be afraid to say so. How can you show employers that you have these qualities? Maybe you were just as professional on a routine task as you were on a big project. Perhaps you were able to calm a difficult situation, or you're the kind of person who always meets deadlines and isn't afraid to speak up if you think something's not right.

How to improve your employability...

7

Manage projects and budgets

It's about always having a plan B...

Have you helped to look after finances in some way, for example your sports club?

Have you handled lots of different pieces of homework and deadlines at the same time?

Have you juggled different priorities to meet an important deadline?

Have you ever adapted a plan as a result of a significant change?

Have you managed your money to be able to go somewhere, do something or buy something?

Employers will want you to make sure that standards never slip. That means you could well find yourself juggling quite a few different priorities or turning to a backup plan if a project doesn't go quite as you expected. You'll need to show how you've managed your workload, made sure you met deadlines or stuck to a budget, and how you've used your initiative to deal with the unexpected. How might you have developed those skills? Certainly through your schoolwork, but also in financing a trip, or organising a school event.

How to improve your employability...

8

Be open minded,
practical and
quick to adapt

It's about embracing change...

Have you adapted to changes in your studies or an extracurricular activity?

Have you been happy to put in extra time to get things done?

Have you put yourself in a situation you're not used to?

Have you taken on increased work or responsibility to help a classmate or team mate?

Have you taken on-board suggestions from others and done something differently?

Business needs change all the time, so you'll have to adapt to different ways of working and, through it all, remain 100% committed to delivering the highest quality work. You must be able think on your feet and adjust to lots of different situations – without compromising on standards. You'll always keep an open mind and you'll be logical enough to work out the best way forward if you meet a last minute hurdle. Maybe you've covered for a classmate at short notice, coped well with an unexpected piece of work or exam deadline. Maybe you've taken part in a scheme like the Duke of Edinburgh Award that put you in a completely new environment.

How to improve your employability...

9

Build knowledge of the world of work

It's about having a business brain...

Have you spoken to people you know about what they do in their jobs?

Have you looked into the qualifications you might need?

Do you understand how your studies could make a difference?

Have you taken extra time to understand how a company or industry operates?

Do you take an interest in business and current affairs?

When you work for someone, you'll constantly be building your commercial skills, technical skills or whatever it is you need – mostly on the job and through training courses. You'll also need to look for opportunities to develop your knowledge, and think about where you could use it. Do your research. Look at the qualifications, specific skills, etc. you'll need to get the job, and once you're in that job how you'll keep doing more to progress. Find out more about different industries and businesses and how you can add value to them.

How to improve your employability...

10

Be passionate about making a difference

It's about going that bit further...

Have you come up with ways to do things better?

Have you ever gone out of your way to do something positive for others?

Do you work hard to make things better?

Have you thought about how you can make a club or project better for everyone's benefit?

Do you take a real interest in everything you do, both in school and extra-curricular?

Being passionate about what you do will help you deliver the best for your work mates and/or clients. This is why you'll need to be someone who goes out of their way to come up with the right solutions. You might have gone above and beyond expectations in some voluntary work – really understanding the purpose or people. Perhaps you've had some ideas on how to make something more successful. You could've made a big contribution to something extracurricular you do - an event or idea no one else had thought of or did something no one else wanted to do. These examples are really important to convince employers.

Over to you... How do you tick each of these areas?

Coach and develop yourself and others

.....
.....
.....
.....

Communicate with impact and empathy

.....
.....
.....
.....

**Be curious:
Learn, share and innovate**

.....
.....
.....
.....

Lead and contribute to team success

.....
.....
.....
.....

Build and sustain relationships

.....
.....
.....
.....

Show you have courage and integrity

.....
.....
.....
.....

Manage projects and budgets

.....
.....
.....
.....

Be open minded, practical and quick to adapt

.....
.....
.....
.....

Build knowledge of the world of work

.....
.....
.....
.....

Be passionate about making a difference

.....
.....
.....
.....

How to improve your personal brand...

1

Build your network

Who do you want to meet & talk to? What do you want to ask?

Go to events and introduce yourself

Get contact details

Always say thank you

2

Polish up your writing skills

Use proper grammar, capitalisation and spelling, and re-read what you've written

Be concise and to the point

Be professional

3

Give your online image a makeover

Use Twitter to follow companies and people that you admire

Follow people on Instagram that motivate you

Be careful what you share publicly

4

Perfect your elevator pitch

Prepare a good one-minute summary of who you are, what you like and what you want to do/find out

Be clear, smile and breathe

Listen carefully

5

Make first impressions count

Dress and present yourself appropriately

Do your research to know your stuff

Have three questions prepared to ask

Wrap up and Reflection



Wrap up

Employability tips

1

Coach and develop yourself and others

2

Communicate with impact and empathy

3

Be curious: Learn, share and innovate

4

Lead and contribute to team success

5

Build and sustain relationships

6

Show you have courage and integrity

7

Manage projects and budgets

8

Be open minded, practical and quick to adapt

9

Build knowledge of the world of work

10

Be passionate about making a difference

Personal brand tips

1

Build your network

2

Polish up your writing skills

3

Give your online image a makeover

4

Perfect your elevator pitch

5

Make first impressions count

What employability skills have you developed in this session?

Leadership

- Teamwork
- Problem solving
- Decision making

Business minded

- Quality in everything you do
- Improvement
- Thinking commercially

Technical capabilities

- Your knowledge of potential jobs you could apply for
- What have you done you are proud of
- Ability to learn

Global acumen

- Seeking new perspectives
- Sharing ideas
- Coping with change
- Open minded

Relationships

- Communication skills
- Building relationships
- Working with others

If you have time...

Spend 5 minutes completing a simple but interesting personality test on www.16personalities.com.

Make a note of your code, it will be in the form of 4 letters followed by another letter, e.g. ESFJ-T. Then you can have a look in your activity packs at what each of these codes mean - does it match the way you like to work?

Thank you

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 for further details.