

Employability Skills: Strengths and Stretches

Name: _____

Every job requires different skills and values different strengths, but here are many behaviours and skills that are important regardless of workplace. Even if you already have a job, you will always need to keep working on these skills. A great way to do that is to imagine that school is your place of work – in a way it is your main job right now even if you have another job as well.

As a class, we will brainstorm skills that are important in all workplaces (and maybe some that are extra important in some jobs). You will then choose three skills that you know you are already good at, and three that you know you can work on. For the here that can use work, you will identify why they are important and how you can start working on improving them.

Class Brainstorm: *Employability Skills*

Strengths - *My top current skills:*

1. _____

2. _____

3. _____

Stretches – Skills I can improve, why they're important and how I can improve:

Example:

Skill: Punctuality (being on time)

Why it's important in the workplace: When I am on time, my employer know they can count on me to be there when I am supposed to. If I'm often late, they might think I don't take my job seriously and I risk losing employment.

How I can improve: I know that I'm often late to class which means I might miss instructions and my teacher gets the impression that I don't take my class seriously. I can improve by keeping track of time and deciding to put my classes ahead of socialization during class time.

Skill #1: _____

Why it's important in the workplace:

How I can work on improving this skill:

Skill #2: _____

Why it's important in the workplace:

How I can work on improving this skill:

Skill #3: _____

Why it's important in the workplace:

How I can work on improving this skill:
