

# FOCUS YOUR SKILLS

On average we have around 500 skills but which are the ones we really love doing and are good at?

Here is a list of skills you may have. Take a look and identify your favourites

1. Look at the skills and tick all those that you love using.
2. From the ticked skills circle the ones you are good at.
3. Choose your top six from those ticked and circled skills. (These are your prime skills – the ones you love using and are good at).
4. Make a note of these prime skills – what evidence of these can you provide and what roles will allow you to maximise these skills?

## ENTERPRISE SKILLS

These have to do with getting things started, selling, leading, managing yourself and networking with other people.

- SELLING**  
Identifying customer needs and offering appropriate solutions. e.g. Retail or telephone sales.
- LEADING**  
Developing plans and goals and getting people to achieve them. e.g. project leader, social secretary/president student union.
- ENTERPRISING**  
Being an entrepreneur, taking risks, using your initiative. e.g. selling ring tones, young enterprise, fund-raising for charity.
- SELF-MANAGING**  
Setting up and seizing opportunities. Handling pressure and coping with rejection. e.g. dissertation/job applications or developing a business idea.
- NETWORKING**  
Building professional and social relationships and sharing skills and talents. e.g. starting at university, working, organising social events.

## PROCESSING SKILLS

These have to do with methods, procedures, and actions that produce or create something.

- FINANCE**  
Planning and managing money. e.g. Managing student loan; living on a budget.
- COMPUTING**  
Using IT packages and programming skills. e.g. building websites, using IT creatively for coursework, doing computer upgrades/repairs.
- WORDS AND PICTURES**  
Writing and translating text. Painting and drawing. e.g. Creative writing, painting, illustration.
- OFFICE SKILLS**  
Administering, working in a structured way and meeting deadlines. e.g. Taking notes from lectures and organising coursework.
- REVIEWING**  
Checking progress and performance. Evaluating results. Updating plans. e.g. fantasy football, developing and monitoring progress on team projects.

# JOBSHOPPING

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## CREATIVE SKILLS

These have to do with developing and creating.

- VISIONING**  
Having a dream/ambition. Developing possibilities. Turning failure into success. e.g. knowing what you want and how to get it, setting long term goals.
- THINKING LATERALLY**  
Seeing new angles and ideas. Using intuition and getting a fresh perspective on things. e.g. finding ways to do things differently, analysing problems from all angles.
- CREATING**  
Having new ideas and getting people thinking. e.g. Starting discussions at university.
- DESIGNING**  
Turning ideas into practice. Changing and combining ideas to get a better end result. e.g. Drawing, programming, CAD.
- MEDIA**  
Identifying ways you can make use of various media. e.g. music, dance, art, digital photography, web development.

## PEOPLE SKILLS

These have to do with creating, building and maintaining relationships with other people.

- COMMUNICATING**  
Talking, presenting, using languages and listening. e.g. speaking up in a group, making presentations, joining a drama group.
- UNDERSTANDING**  
Valuing others, and building relationships Understanding different cultures and viewpoints. e.g. helping new people settle in.
- HELPING**  
Supporting others, volunteering to guide, coach and inspire people. e.g. being a good friend, neighbour or housemate.
- TEAMWORKING**  
Working together, sharing skills, interests and views and handling conflict. e.g. being in a team, playing in a band, working on a team assignment.
- MANAGING**  
Using resources available to achieve a goal. Co-ordinating, and organising. e.g. organising a charity event, party or holiday with friends.

## EXPLORING SKILLS

These involve finding things out and understanding issues.

- INTERVIEWING**  
Asking questions, examining answers and listening. e.g. holiday ideas, career information etc.
- EXPLORING**  
Investigating and gathering information, identifying possibilities, thinking of alternatives. e.g. conducting research projects, internet searches.
- LEARNING**  
Studying, experimenting, reviewing and improving. e.g. preparing course work, revising for exams, playing a musical instrument.
- SOLVING PROBLEMS**  
Analysing issues, seeing similarities and finding solutions. e.g. organising social events, fundraising activities or project work
- SPOTTING POTENTIAL**  
Understanding your personal strengths, interests and areas to develop. e.g. Knowing what part to play in a team situation.

## PRACTICAL SKILLS

These have to do with everyday, practical operations.

- OPERATING**  
Using machinery and technology. e.g. operating electronic equipment, computer, sewing machine, power tools.
- PRODUCING**  
Making, servicing, maintaining and fixing things. e.g. bike/car/computer repairs, baking, sewing.
- USING SENSES**  
Specialised use of hearing, sight, touch, smell and taste. e.g. music, cookery, birdwatching.
- WELL-BEING**  
Exercising and eating healthily. Balancing exercise with relaxation. e.g. playing sport regularly, following a healthy eating plan.
- NURTURING**  
Showing care for people and things. e.g. gardening, animal care, minding young children, visiting parents, grand-parents or elderly neighbours.