



Skills lesson part two: Building my skills

Age range: 14+



Your skills toolkit

2

Communication

Personal presentation

**Time management
and organisation**


Honesty

**Problem solving
and creativity**



Teamwork

**Negotiation and
decision-making**

A woman with short dark hair, wearing a red and white patterned top, is sitting at a table and smiling while talking to another person whose back is to the camera. The setting appears to be a cafe or office with large windows in the background.

**How can I show
someone that I have
these skills?**

When could I show I have these skills?

- In interviews – for a job, a supported internship, school or college, or an apprenticeship
- During work experience or a work placement
- In a lesson
- At school
- At my part time job or when volunteering



Who can give me feedback on my skills?

5



At school?



Outside school?

Who can give me feedback on my skills?

6

At school?

- Friends
- Teachers
- Other staff
- Employers from work experience
- Visitors to the school
- Therapists

Who else?

Outside school?

- Friends
- Family
- Visitors
- Employers

Who else?

Build your skills

How could I improve and build on the skills I have?

Example skill: Personal presentation	
What do I already do to demonstrate this skill?	What goals can I set to help me build this skill?
I always have clean clothes	I will make sure my shirt is tucked in
I am always polite to teachers and staff	I will make sure my fingernails are clean
I have neat hair	

Where could I record these skills?

- ✓ On my CV
- ✓ On an application form for a job
- ✓ On an application form for college
- ✓ On an application form when applying for a Supported Internship or Apprenticeship
- ✓ On my Vocational profile
- ✓ On my EHC Plan

