



# Skills lesson part one: Transferable skills

Age range: 14+

 **BARCLAYS** | LifeSkills



# Top nine skills important to employers

- Problem solving
- Communication
- Organisation
- Learning new skills
- Team working
- Being positive
- Keeping going
- Self-directing
- Flexibility



# Applying the skills



**College**



**Volunteering**



**Being more independent**



**Applying for jobs**

# What would you do?

## Alfie's story

Alfie is 16 years old and thinking about what he would like to do when he leaves school when he is 18. He wants to be ready to apply for jobs before he leaves school.

Alfie has had work experience at two different employers, one in a large supermarket and one in an office. He has also done some volunteering at a charity shop. He had some good feedback, but wasn't invited to stay on after the work experience placement.

Alfie understands he needs to do lots of preparation for applying for jobs and there may be different types of interviews. Part of Alfie's preparation is to apply for Saturday job whilst he is still at school.



# Strategies for Alfie

Type of interview	Strategy	Skills and behaviours needed
<b>Face to face</b>	<ul style="list-style-type: none"><li>• Find out as much as you can about the job and the company</li><li>• Make sure you know the interviewer's name</li><li>• Ask someone to help you practice typical questions you may be asked</li></ul>	<ul style="list-style-type: none"><li>• Research using the internet</li><li>• Writing</li><li>• Good manners</li><li>• Self confidence</li></ul>
<b>Application form</b>	<ul style="list-style-type: none"><li>• Ask someone to help you read through the application form and think about the information you need to include</li><li>• Ask someone to read through your answers or support you with writing them</li><li>• Include all the 'evidence' that shows you have relevant experience or knowledge</li></ul>	<ul style="list-style-type: none"><li>• Knowing when to ask for help</li><li>• Planning your time</li></ul>
<b>On the phone</b>	<ul style="list-style-type: none"><li>• Prepare before the phone call</li><li>• Make sure you know the person's name and whether they are calling you, or you are calling them</li><li>• Have a pen and paper next to you to make notes, and with a list of questions you want to ask</li><li>• Ask someone to sit with you during the call</li></ul>	<ul style="list-style-type: none"><li>• Knowing when to ask for help</li><li>• Planning your time</li></ul>

# How can you stay positive?

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**List all the things you're good at and look at the list regularly**

**Reward yourself when you reach a goal**

**Have topics of conversation ready**

**Think of something you want to say before you meet new people**

**Practise your handshake so you make a confident first impression**

**Be yourself**

**Set short achievable targets for yourself**

**Remind yourself of where you want to be in the future and focus on the positives**

**Find a mentor to support you (a friend or more experienced colleague)**

# Recruitment buzzwords

Word	Explanation	Evidence needed
Communication		
Qualified		
Flexible		
Committment		
Passionate		
Innovative		