

Quick-fire activity

Demonstrating your skills

Aim: To help students understand the key skills that are needed in most jobs

Age range: 11-14 and 14-16

Steps

1. Write the following skills on the board:
Communication, numeracy, IT, teamwork, problem-solving

2. Next, read out each of the following paragraphs and ask students to identify which skill is being demonstrated in each case
 - a) We had to write a report today. Sandeep came up with ideas, Jan is a brilliant researcher and I'm good at writing, so between us we produced a great report
 - b) After doing a stock-take, I worked out how many pairs of shoes we might sell in the next month and placed an order for the new stock
 - c) I just took a call from a customer needing help urgently with their website. It wasn't something I'd handled before but I found a good way to keep the customer happy using what I already knew
 - d) I just used a design program to create a new logo, then I used a spreadsheet to calculate the budget for my project, which I emailed to my manager
 - e) An upset customer rang this morning. I listened to his complaint and then explained why we hadn't been able to deliver his order. He calmed down when he understood the situation and agreed to a new delivery date

3. Ask the students whether they think these skills are only used in workplaces. Help them to find situations where they've already used each skill – either in or out of school

4. Explain to the students that being able to demonstrate these skills is important when they're applying for a job

Try next

Use the [Recognising and building personal skills](#) (11-14 and 14-16) lesson plan to look at these skills further.