

# Skills BINGO

## Careers Worksheet 2 - core skills & qualities



Skills are so important to employers that when jobs are advertised, essential **skills and qualities** are often listed as part of the advert or **personal profile** along with the qualifications needed for the job. After all, **the employer wants to make sure that they are hiring the right person for the role.**

**The good news is that you already have lots of skills**, some that perhaps you didn't know you had. Hopefully Worksheet 1 helped to highlight that there are many skills that you use every day.

The **Employability Skills poster** on the next page is another good example of transferable skills that STEM employers (Science, Technology, Engineering & Maths) are looking for. However, employers in other sectors want these too so whatever job you'd like to do in the future, get to know your skills with our game of Skills Bingo.

### INSTRUCTIONS:

Look at the skills on the next page. Every time you spot a skill that you already have, circle its number below to see if you can get a full house!



### TOP TIP

If reading on a computer, enlarge the following poster to make it easier to read, or click on the link shown at the top of Page 2 to open the PDF file.

1	2	3	4	5
6	7	8	9	10



**FINISHED? Excellent.**

**Now turn to Pages 3 & 4.**

# Top 10 employability skills



## KEY

HOW YOU WORK

HOW YOU WORK WITH OTHERS

HOW YOU THINK

SHOW ALL

### NUMERACY AND IT SKILLS

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- use numbers and data to support your work and obtain meaningful information
- apply your valuable IT skills

#### HOW I CAN DEVELOP THESE SKILLS:

- use numerical evidence in a science practical, STEM project or business idea
- help your family with budgeting or other money decisions
- learn new IT skills such as coding

### USING INITIATIVE AND BEING SELF-MOTIVATED

1

- follow instructions, making sure you do not always have to be told what to do and when
- put forward your own ideas
- see something through to the end, and not be put off by setbacks

#### HOW I CAN DEVELOP THESE SKILLS:

- finish work without being asked
- work without help – but know when to ask for it
- suggest new ideas

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### PROBLEM SOLVING SKILLS

- identify key issues in a problem
- use your knowledge and experience when tackling problems
- develop and test possible solutions

#### HOW I CAN DEVELOP THESE SKILLS:

- design objects and materials in design and technology
- plan a STEM Club project
- analyse results in maths or science
- evaluate evidence in science or humanities

### ORGANISATIONAL SKILLS

2

- plan your work to meet deadlines and targets
- organise your own time and coordinate with others
- monitor and adjust the progress of your work to stay on track

#### HOW I CAN DEVELOP THESE SKILLS:

- help organise an event or project
- plan your revision timetable
- calmly change plans if you run out of time, or something unexpected happens

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### WORKING UNDER PRESSURE AND TO DEADLINES

- meet deadlines and targets
- handle the pressure that comes with meeting deadlines and targets
- ensure that you are seen as a reliable person

#### HOW I CAN DEVELOP THESE SKILLS:

- finish work before the deadline, using that time to check and improve it
- plan and make the most of available time
- prioritise your commitments inside and outside school or college

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### VALUING DIVERSITY AND DIFFERENCE

- respect others
- value the skills and experience that different people have
- show consideration for the needs of different people

#### HOW I CAN DEVELOP THESE SKILLS:

- work with people who have different skills
- make sure everyone is involved in conversations and activities

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### NEGOTIATION SKILLS

- think about what you and others want and need
- 'give and take' fairly when working with others

#### HOW I CAN DEVELOP THESE SKILLS:

- look for ideas that benefit others as well as yourself
- carry out a school/college enterprise or STEM project that involves agreeing prices
- ask a favour of someone, supported by offering something in return

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### ABILITY TO LEARN AND ADAPT

- learn new things
- learn from successes and failures
- adapt and do things better

#### HOW I CAN DEVELOP THESE SKILLS:

- think how to make your work even better
- put yourself forward when there are chances to learn new skills
- share your ideas and use feedback to improve your work

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### COMMUNICATION AND INTERPERSONAL SKILLS

- explain and present what you mean clearly, whether written or verbal
- do your best to understand others

#### HOW I CAN DEVELOP THESE SKILLS:

- do a presentation or speak with an audience
- take part in debates
- give instructions to others

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### TEAMWORK

- understand how you and others work best together
- get things done when working with people with different skills, backgrounds and personalities

#### HOW I CAN DEVELOP THESE SKILLS:

- plan ahead when working with others
- take account of how your team are feeling when you work together



## EXTENSION TASK

Using the examples shown on the previous page as a guide, list below your own examples of how you have used those skills. This is a good way to evidence your skills & personality.

P.S. Did you notice the colour coding?  
This is what the colours mean...



How you work (Q.1-4)



How you work with others (Q.5-8)



How you think (Q.9-10)



### KEY SKILLS - My Evidence

#### 1. SHOWING INITIATIVE AND BEING SELF-MOTIVATED

#### 2. ORGANISATIONAL SKILLS

#### 3. WORKING UNDER PRESSURE AND TO DEADLINES

#### 4. ABILITY TO LEARN AND ADAPT

#### 5. COMMUNICATION AND INTERPERSONAL SKILLS

## KEY SKILLS—My Evidence (continued)

### 6. TEAMWORK

### 7. NEGOTIATION SKILLS

### 8. VALUING DIVERSITY AND DIFFERENCE

### 9. PROBLEM SOLVING SKILLS

### 10. NUMERACY AND IT SKILLS

## WELL DONE!

Writing down your skills can be harder than you first think, so don't worry if you have gaps. You're always learning new things that will be useful for life at school or college, your first job and future career. Employability skills are great for your CV (Curriculum Vitae).

**TOP TIP:** Volunteer to **try new activities** (including the examples shown on the STEM poster). Regularly revisit this worksheet to add even **more evidence** and to keep it up-to-date.