

INSTRUCTION FOR MENTOR**EMPLOYABILITY**

1. *Theme* “Self-evaluation for my willingness/ motivation to work”
Exercise “Audit your skills”

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Aims of the exercise

This exercise is designed to help mentee to:

- deconstruct his/her social, study and employment activities to reveal and evaluate the skills that he/she has developed.
- gather enough evidence to convince employers in occupations that mentee is interested in.

Description

People often undervalue the skills that they have developed. Completing the Self audit template will demonstrate how it is possible to analyse and give evidence of skills that mentee has already acquired by looking at achievements in different parts of her/his life.

After completing this activity mentee will be able to:

- Describe the main skills that most employers are seeking;
- Analyse his/her own experiences to give evidence of the skills that he/she already possess;
- Match his/her skills against a particular career that he/she is interested in.

Expected duration: 60 min.

Steps for performing the exercise:

1. Mentor introduces the exercise to the mentees: he/she explains the aim of the exercise to the mentees and explains how to perform an exercise. There are 2 steps in this exercise.
2. Mentor handles the handouts to mentees for each step of the exercise separately.
3. In the **first step**, mentees will work on the reflection of their experiences from their social life, study and employment, writing down the activities undertaken, skills gained and giving evidence of the skills developed.
4. In the second step, the mentor encourages the mentees to think about the **position** that they are applying for and to look at their self-audit.
5. The mentor organizes discussion in the group on the results of the exercise. Each mentee comments her/his results to the whole group according the following questions:
 - Which requirements are easily met in the light of the evidence you have gathered?
 - Are there any skills gaps? If so, what could you do about them?

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HANDOUT FOR MENTEE

1 step:

Task for mentee:

Complete the **Self Audit** template below to help you begin yourself audit. Use the **Self Audit** grid to list experiences from your social life, study and employment, write down the activities undertaken, skills gained and give evidence of the skills developed.

SELF-AUDIT

Experience	Tasks/Activities	Skills / Competences	Specific Evidence

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2 step:

Task for mentee:

Think about a **position** that you are applying for and list four or five of **the main skills** being sought.

Look at your audit. Which requirements are easily met in the light of the evidence you have gathered? Are there any skills gaps? If so, what could you do about them? Put your answers in the table below.

Keywords: Five top skills being sought	Can you demonstrate this skill? Yes / No	If “yes”: Summarise key evidence If “no”: What specific steps can you take to address the gap
1		
2		
3		
4		
5		