

INSTRUCTION FOR MENTOR**EMPLOYABILITY**

6. Theme Career and professional development
Exercise: "Skills Dictionary"

Adapted by: *Merseyside Expanding Horizons*

Based on: Resources produced by UCE Careers Service and the Art of Building Windmills, Peter Hawkins (1999)

Aim of exercise: Skills dictionary is a useful exercise for define and analysing skills and helping to develop the skills needed to increase mentee's employability.

Description of exercise:

Everyone talks about skills but what do they mean? This Skills Dictionary:

- Lists some of the most common buzz words.
- Provides a more detailed listing of people, self-reliance, generalist and specialist skills.
- It is a starting point to build on when researching particular employers i.e. different employers can mean different things when talking "leadership", "flexibility" or any other skills words. It helps mentee understand what the employer means by these words.

Expected duration: 40 min.

Steps for performing the exercise:

Mentor introduces the aim of the exercise to the mentees and explains how to perform it. There are 2 steps in this exercise:

1 Step: In the first step mentees perform exercise individually.

2 Step: In the second step mentor gives and explains the correct answers to the mentees.

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HANDOUT FOR MENTEE

Step 1

SKILLS TEST

Task for mentee:

Below is a list of popular words/statements that are commonly used to describe skills relating to the workplace. Can you pick out from the list any negative words/statements that we would not advise you to use when describing your employability skills?
Please choose the **correct** words/statements that are used to describe skills relating to the workplace and write your decision.

People Skills

Correct or Incorrect

Communication	a) Ability to communicate at all levels - internal and external to the organisation	
	b) Ability to argue	
	c) Take account of the audience/reader	
	d) Write and speak with others effectively	

Teamwork	a) Ability to co-operate and work with others	
	b) Aware of one's own performance and the effect of it on a group	
	c) To negotiate and persuade, to motivate others and bring ideas together	
	d) Confrontational and opinionated	
	e) Works better alone	
	f) Supportive, facilitator, co-ordinator, deliverer, delegator, open-minded	

Organisation	a) Poor time management	
	b) Good at prioritising tasks and project management	
	c) Good multi tasking skills	
	d) Good time management	

INSTRUCTION FOR MENTOR

EMPLOYABILITY

6. Theme Career and professional development
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Commercial and business awareness	a) Awareness of current financial trends	
	b) Managing a budget	
	c) Fundraising knowledge	
	d) Experience of working in commercial environment	
	e) Little understanding of business	

Leadership	a) Vision and innovation to move forward	
	b) Dynamic, motivator, team-builder	
	c) Confidence booster, energetic, capable, outward-looking	
	d) Indecisive	
	e) Accountable	
	f) Empowering	

Cultural awareness	a) the ability to speak, write, understand more than one language	
	b) valuing languages; awareness of other cultures	
	c) international experience	
	d) Specific language skills	
	e) Close minded, no experience of working with different cultures	
	f) Limited language skills	

INSTRUCTION FOR MENTOR

EMPLOYABILITY

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Generalist skills

Numeracy	a) basic maths skills of addition, subtraction, multiplication, division	
	b) an understanding of percentages, gathering statistical data in various formats	
	c) Little knowledge of processing numbers or present statistical data	
	d) able to analyse, interpret and present data in a clear and accurate way	
	e) problem-solver, detailed, methodical, consistent, quick thinker, analytical	

Business acumen	a) Use, observe and develop skills appropriate for a commercial environment	
	b) innovator, and a professional with effective marketing and communication skills	
	c) Unconfident and unable to take initiative or risks	
	d) entrepreneurial, enterprising	
	e) Competitive, budgeter, risk taker, effective written communication eg reports, business letters, effective documentation.	

Specialist skills

Understanding commercial goals of company	a) understanding of the values of the company or organization	
	b) Understanding the need to balance needs of shareholders / owners with the needs of the market or individual	
	c) Specialist understanding of an organisations goals, priorities and future direction	
	d) Lacks awareness of organisation future goals and direction	

INSTRUCTION FOR MENTOR
EMPLOYABILITY

6. Theme Career and professional development
 Exercise: "Skills Dictionary"

TASK FOR MENTOR

Task for mentor: below you will find the correct answers. Please explain them to mentee(s).

People Skills

Communication	e) Ability to communicate at all levels - internal and external to the organisation	Correct
	f) Ability to argue	Incorrect
	g) Take account of the audience/reader	Correct
	h) Write and speak with others effectively	Correct

Teamwork	g) Ability to co-operate and work with others	Correct
	h) Aware of one's own performance and the effect of it on a group	Correct
	i) To negotiate and persuade, to motivate others and bring ideas together	Correct
	j) Confrontational and opinionated	Incorrect
	k) Works better alone	Incorrect
	l) Supportive, facilitator, co-ordinator, deliverer, delegator, open-minded	Correct

Organisation	e) Poor time management	Incorrect
	f) Good at prioritising tasks and project management	Correct
	g) Good multi tasking skills	Correct
	h) Good time management	Correct

Commercial and business awareness	f) Awareness of current financial trends	Correct
	g) Managing a budget	Correct

INSTRUCTION FOR MENTOR **EMPLOYABILITY**
6. Theme Career and professional development
Exercise: “Skills Dictionary”

	h) Fundraising knowledge	Correct
	i) Experience of working in commercial environment	Correct
	j) Little understanding of business	Correct

Leadership	g) Vision and innovation to move forward	Correct
	h) Dynamic, motivator, team-builder	Correct
	i) Confidence booster, energetic, capable, outward-looking	Correct
	j) Indecisive	Incorrect
	k) Accountable	Correct
	l) Empowering	Correct

Cultural awareness	g) the ability to speak, write, understand more than one language	Correct
	h) valuing languages; awareness of other cultures	Correct
	i) international experience	Correct
	j) Specific language skills	Correct
	k) Close minded, no experience of working with different cultures	Incorrect
	l) Limited language skills	Incorrect

INSTRUCTION FOR MENTOR

EMPLOYABILITY

6. Theme Career and professional development
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Generalist skills

Numeracy	f) basic maths skills of addition, subtraction, multiplication, division	Correct
	g) an understanding of percentages, gathering statistical data in various formats	Correct
	h) Little knowledge of processing numbers or present statistical data	Incorrect
	i) able to analyse, interpret and present data in a clear and accurate way	Correct
	j) problem-solver, detailed, methodical, consistent, quick thinker, analytical	Correct

Business acumen	f) Use, observe and develop skills appropriate for a commercial environment	Correct
	g) innovator, and a professional with effective marketing and communication skills	Correct
	h) Unconfident and unable to take initiative or risks	Incorrect
	i) entrepreneurial, enterprising	Correct
	j) Competitive, budgeter, risk taker, effective written communication eg reports, business letters, effective documentation.	Correct

Specialist skills

Understanding commercial goals of company	e) understanding of the values of the company or organization	Correct
	f) Understanding the need to balance needs of shareholders / owners with the needs of the market or individual	Correct
	g) Specialist understanding of an organisations goals, priorities and future direction	Correct
	h) Lacks awareness of organisation future goals and direction	Incorrect