

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 opiniated | |
| | 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 | |

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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 | |

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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 | |

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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 |

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|-----------------|---|-----------|
| 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 |

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|---------------------|--|-----------|
| Organisation | e) Poor time management | Incorrect |
| | f) Good at prioritising tasks and project management | Correct |
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| | | |
|--|--|---------|
| Commercial and business awareness | f) Awareness of current financial trends | Correct |
| | g) Managing a budget | Correct |

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

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| Leadership | g) Vision and innovation to move forward | Correct |
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