

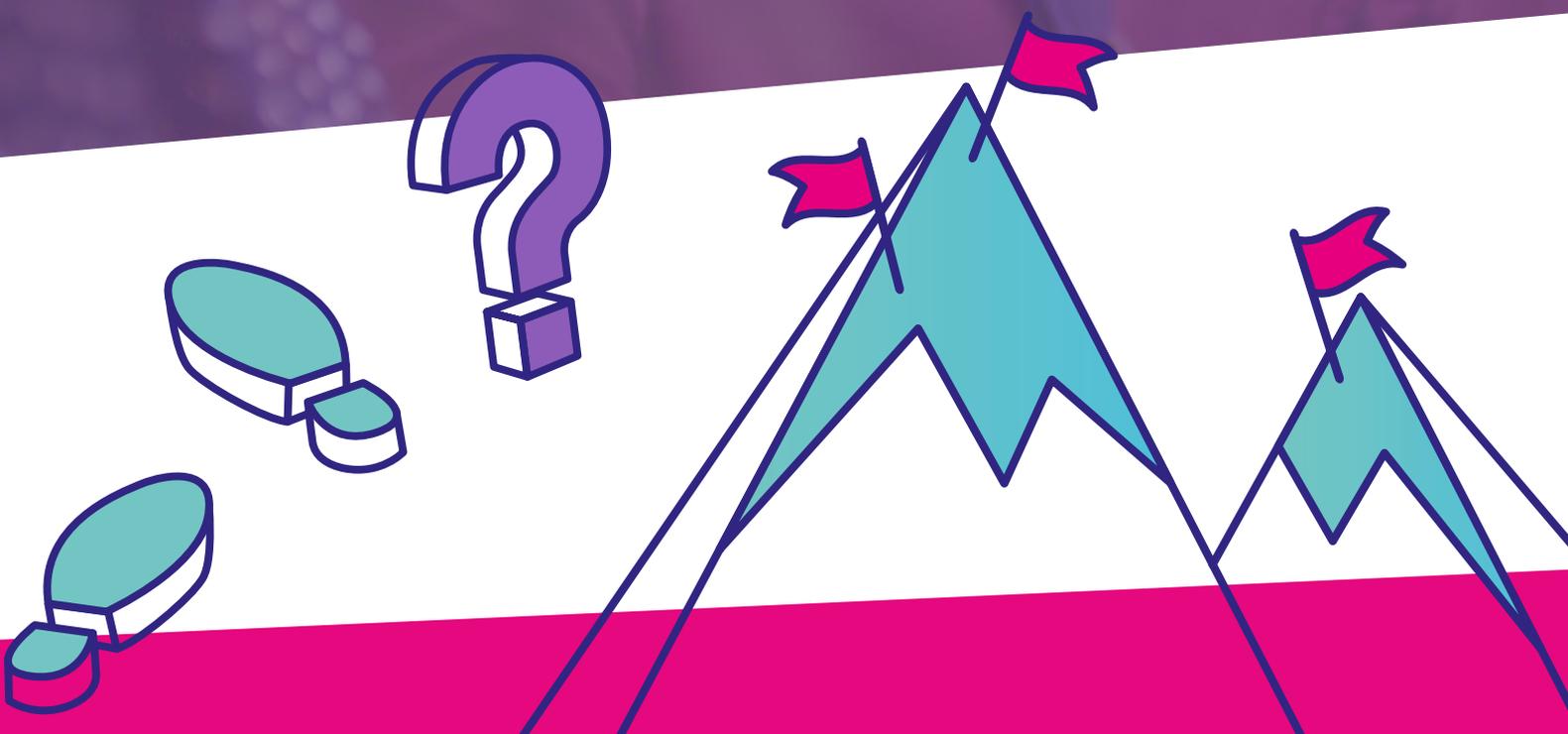


**INSPIRE TO GO HIGHER**

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**EMPLOYABILITY SKILLS**

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# EMPLOYABILITY SKILLS: WHAT ARE THEY?



Employability skills are the skills that almost everyone needs to do almost any job. They're the skills that employers want their employees to have.

A lot of work has been done by different organisations in recent years to try and understand which skills employers most want to see in the people who work for them. Employers have agreed that there are five skills they value the most:

## 1. Communication

The ability to clearly explain what you're thinking, either through writing or speech, and to listen to other people's thoughts and opinions.

## 2. Teamwork

Being able to effectively work with others to achieve a common goal. The ability to get on with people, take their ideas on board and manage different opinions.

## 3. Problem solving

The ability to find an effective solution to a given problem in a methodical way.

## 5. Self-management

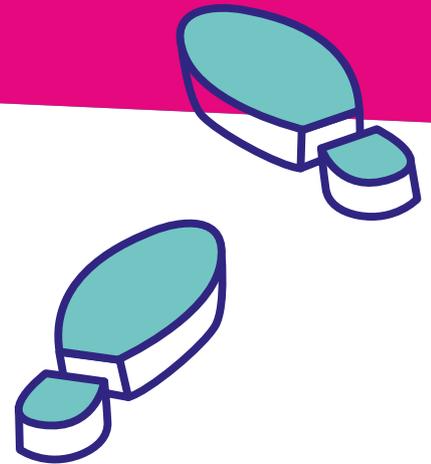
Managing your own time and approach to work. Getting things done on time to the best of your abilities.

## 4. Self-belief

Having confidence in your own skills, abilities and decision making. Believing in yourself, your opinions and principles.

# TIPS & ADVICE: COACHING YOUR YOUNG PERSON

We know that young people look to their parents and carers for support and advice on their next steps, whether they're looking to continue studying, or get a job or apprenticeship. If you're wondering where to start, we've gathered the best bits of advice from parents and carers we've spoken to. Here are some real-life tips that really work!



## 1. Make time to talk

Almost every parent and carer we've spoken to agrees the most important thing is to make the time to talk to your young person.

## 2. Make time to listen

Just as important as talking - listen to what your young person has to say.

## 4. Make a plan together

Think about the career they want, and the things they need to do to get there. Break the journey down into small chunks to help you set realistic goals.

## 3. Get them involved in activities

Joining a sports team or leisure club is one of the best ways of developing a range of employability skills like teamwork, communication and self-belief.

## 5. Work Experience

Encouraging your young person to get work experience, such as a part-time job or volunteering, is a sure-fire way to improve their employability skills.



# INSPIRE TO GO HIGHER

## WHERE TO FIND FURTHER INFORMATION

Your first stop is Go Higher West Yorkshire's website. It's absolutely full of useful information and resources: [www.gohigherwestyorks.ac.uk](http://www.gohigherwestyorks.ac.uk)

