



Skills and Qualities

Personal qualities

Personal quality are attributes such as patience, humour, initiative and flexibility are relevant to the type of work that would suit you. The better you know yourself, the more likely you are to find a situation that suits you. Your personality affects your style of operating in the workplace and the way you respond to situations.

A good way to gauge your personal qualities is to ask people close to you; they may be able to identify strengths and qualities that you haven't considered.

Skills

Skills are gained and improve over time through a variety of experiences. Whatever your motivation for study, there's a lot to be gained from reflecting on your skills and qualities and seeing how these can be used to enhance your career and personal development.

You have valuable knowledge, understanding and skills from everyday experiences, and through training, hobbies, interests and involvement with voluntary organisations. Think about:

- your experience and the roles you've had either in school or outside of school
- the projects you have undertaken
- organisations, clubs or societies that you've been involved with, or voluntary work you've done.

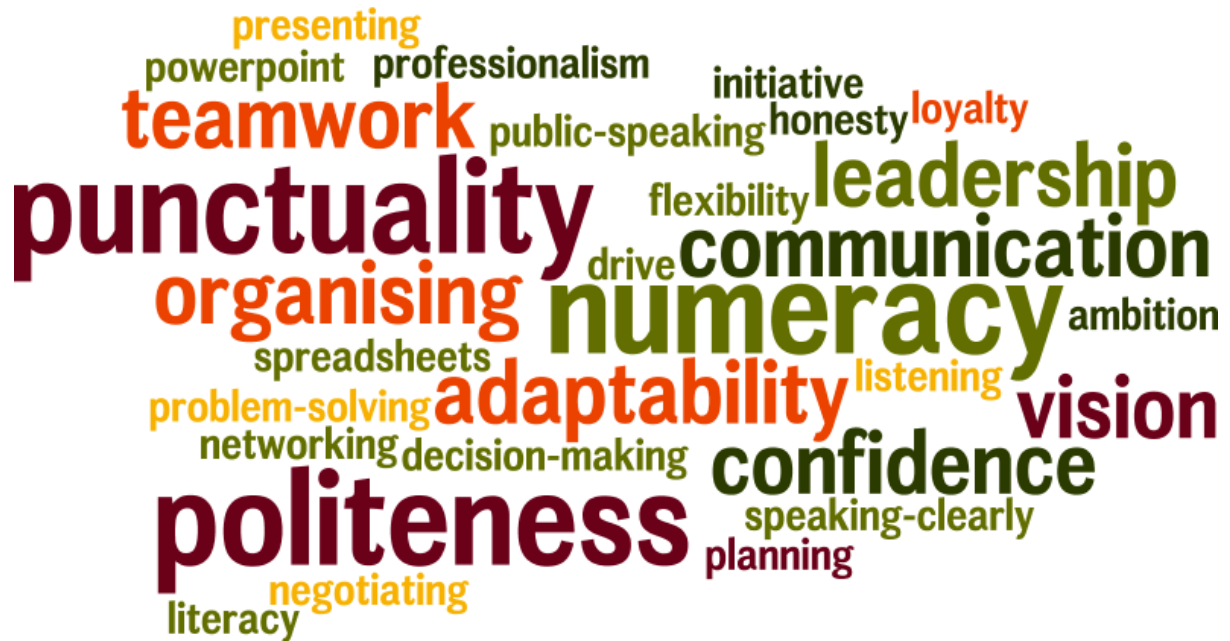
The difference between a skill and a quality:

A skill is something you do or learn

A quality is something that you are



Can you tell the difference between these words?



Task:

Work out which of the above are personal qualities and which are learnt skills

Skill	Quality



List some of the skills and qualities that employers would find valuable:
think about:

- your personal qualities
- skills developed through study
- skills developed outside school.

Task

- Complete the this Skills and Qualities worksheet
- Use the Word bank to help you complete the diagram with your skills and qualities.
- Think about skills & qualities you use in each subject lesson, hobbies, school clubs, jobs you do at home/ outside of school.



Word bank

A skill is an ability acquired or developed through training or experience:

Verbal communication	Able to express your ideas clearly and confidently in speech.
Teamwork	Work confidently within a group.
Commercial awareness	Understand how businesses make money, what customers want and what problems there are in particular areas of business.
Analysing & investigating	Gather information systematically to establish facts and principles.
Self-motivating	Behave in a certain way in order to do something well.
Taking the initiative	Ability to use your own judgment to make decisions without asking another person's advice. Able to identify opportunities and be proactive in putting forward ideas or solutions.
Written communication	Able to express yourself clearly in writing.
Planning & organising	Able to plan activities and carry them through effectively.
Problem solving	The process of finding solutions to problems.
Decision making	Determines the best course of action. Evaluates options based on logic and fact and presents solutions.
Interpersonal skills	Able to communicate and interact well with other people.
Action planning	Able to decide what steps are needed to achieve particular goals and then implement them.
Organisational skills	To do or arrange things, plans, ideas, etc, according to a particular system so that they can be used or understood easily.
Leadership	Able to motivate and direct others.
Management	The control and organisation of something.
Efficiency	The use of time and energy in a good way, without wasting any.
Financial skill	The planning, directing, monitoring, organising and controlling of the monetary resources of an organization.
Prioritising work	Put the things you have to do in order of importance.
Influential	Able to influence someone or something.

Quality – a defined trait or characteristic



Drive	Determination to get things done, make things happen and constantly look for better ways of doing things.
Empathy	The ability to share someone else's feelings or experiences by imagining what it would be like to be in their situation.
Self-awareness	Realistic appraisal of own qualities and skills, roles and responsibilities, values and attitudes, needs and interests, aptitudes and achievements. Enables individuals to make informed choices, assess their suitability for opportunities and identify priorities for their own development. It provides the foundation for building self-esteem, personal identity and career wellbeing.
Adaptability	Able or willing to change in order to suit different conditions.
Flexibility	Adapt successfully to changing situations and environments.
Professionalism	The combination of all the qualities that are connected with trained and skilled people.
Positive attitude	Full of hope and confidence or giving cause for hope and confidence.
Thinking outside the box	Idea generation or problem solving that is not constrained by self-imposed limits or conventional barriers. Breakthrough thinking, it creates new paradigms and explores non-logical and uncommon ways and solutions.
Inclusive	Tries to include many different types of people and treat them all fairly and equally.
Engaging	To interest someone in something and keep them thinking about it.
Loyalty	Firm and not changing in your friendship with or support for a person or an organisation, or in your belief in your principles.
Honesty	Truthful or able to be trusted and not likely to steal, cheat or lie.
Self-determination	Self-regulation and taking greater responsibility for the things that they do and that happen to them enables individuals to develop their sense of career agency, adaptability and resilience. Self-awareness enables individuals to make sense of their own story. Self-determination empowers individuals to improve their own story and to imagine possible futures for themselves.
Persistence	Continues to do something or tries to do something in a determined way.



Your skills and qualities:

The first step on your career journey is to think about what you are good at and what you love doing. When you know your strengths, you can begin to think about jobs that will enable you to make the most of your talents, interests and personality. What skills and qualities do you have? Use the words in the word bank to help you complete the Venn diagram below.

