

HELLO FUTURE

ENGAGE IN LIVE CONVERSATIONS
WITH INDUSTRY EXPERTS ABOUT
THE WORLD OF WORK

STUDENT NAME:



INTRODUCTION

WELCOME TO THE HELLO FUTURE SESSION SERIES. OVER THE COURSE OF EACH SESSION, YOU WILL GAIN A UNIQUE INSIGHT FROM BUSINESS EXPERTS AND THE KEY SKILLS NEEDED TO FLOURISH IN THE WORLD OF WORK AND EDUCATION.

Hello Future series has been developed to support your knowledge and understanding of key employability skills that we consider to be vital for success in any workplace. This booklet will provide you with an opportunity to assess your own strengths and areas for development using our *skills audit, as well as providing you with useful links to the world of work, employability skills and careers information.

The sessions will provide you with the chance to virtually meet and interact with employees from a range of businesses and industry sectors. You will find out about their job roles and key responsibilities, learn which key employability skills they use on a daily basis and ask them questions.

Remember, qualifications will open doors for you but it will be your skills and personal qualities that set you apart from the crowd as you embark on the pathway to success!

SKILLS AUDIT

A SKILL IS THE ABILITY TO DO SOMETHING.

Your skills affect...

- How well you do in education, work and life.
- How easily you can cope with change and settle into new situations.
- Your suitability for a course, job or training opportunity.

If you know what skills you have, you will find it easier to...

- Improve what you do
- Identify the best opportunities
- Tell other people what you can do

On the following page, you are going to self-evaluate 8 key employability skills which have been identified as being important in education and in the world of work/future careers.

Read the instructions carefully and complete the task, in order to identify areas of strength and development.

The 8 Key Employability Skills

Staying Positive: The ability to remain optimistic in a situation and use resilience to overcome setbacks.	STA
Speaking: The verbal transmission of thoughts, information or ideas.	SPE
Creativity: The use of imagination to generate new ideas and strategies.	CRE
Leadership: Supporting, motivating and developing others to achieve a shared goal.	LEA
Aiming high: The ability to be ambitious, set goals and devise a clear route towards achieving them.	AIM
Listening: Giving attention to, retaining and processing information, thoughts and ideas.	LIS
Problem solving: The process of finding a solution to an issue, situation or challenge.	PRO
Teamwork: Working collaboratively with others to efficiently achieve a shared goal.	TEA

SKILLS AUDIT

1. Read each of the statements below

2. Score each statement between

1-5 in the purple box:

1 = Strongly disagree, 2 = Disagree,

3 = Neutral, 4 = Agree, 5 = Strongly agree

3. Total your score for each employability skill

4. Shade in your radar to score each skill out of 20

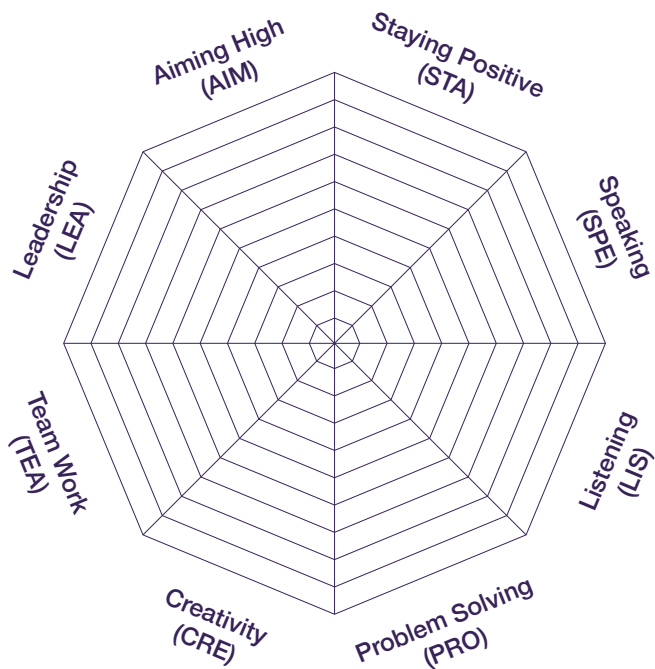
Statement	Pre	Post	Skill
1. I set myself achievable goals			AIM
2. I can read other people's feelings			LEA
3. I am good at finding out new information			PRO
4. I can listen to others without interrupting			LIS
5. I have a vivid imagination			CRE
6. If I say I am going to do something I will do it			TEA
7. I feel comfortable introducing myself to people			SPE
8. I can identify risks and opportunities			STA
9. I am good at helping and supporting others			LEA
10. I will start again if something is not working out			CRE
11. I am not afraid to ask others for advice			PRO
12. I can use expression and tone in my voice			SPE
13. I am good at praising and encouraging others			TEA
14. I know my own strengths and weaknesses			AIM
15. I ask the right questions to help me understand			LIS
16. I can keep calm in difficult situations			PRO

Statement	Pre	Post	Skill
17. I can build positive relationships quickly			TEA
18. I am willing to adapt to be successful			STA
19. I use a wide range of vocabulary			SPE
20. I can hold eye contact and look engaged			LIS
21. I am able to take criticism on board			AIM
22. I am good at generating new ideas			CRE
23. I can remember and follow instructions			LIS
24. I can recognise my own feelings			STA
25. I am good at making decisions			LEA
26. I can stay positive and focused			TEA
27. I consider options before making a decision			PRO
28. I can organise my time effectively			AIM
29. I am able to challenge and persuade others			SPE
30. I show resilience when a task is difficult			STA
31. I can consider the point of view of others			CRE
32. I am fair and trustworthy			LEA

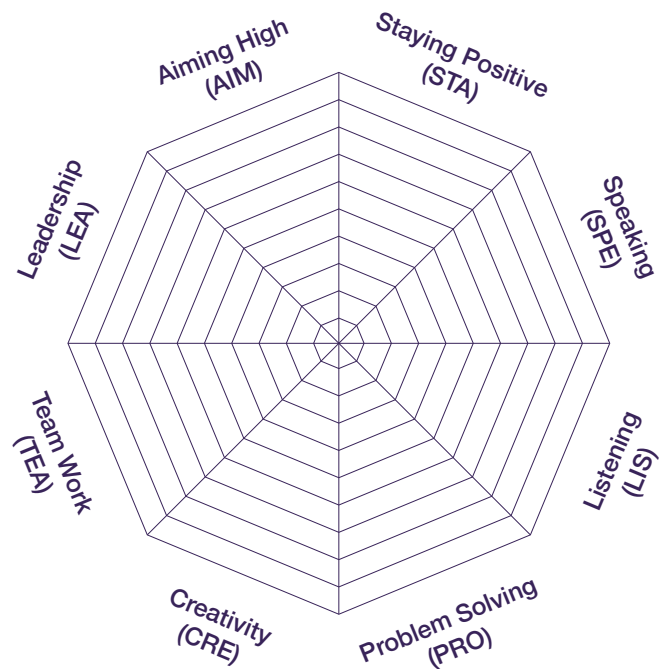
SKILLS AUDIT

SHADE IN YOUR RADAR TO SCORE EACH SKILL OUT OF 20.

Pre Session Skills Radar



Post Session Skills Radar



USEFUL LINKS

NATIONAL CAREERS SERVICE

www.nationalcareers.service.gov.uk

The Government's hub for careers advice; complete a useful skills assessment and get help with drafting letters and CV's.

PRINCE'S TRUST

www.princes-trust.org.uk

Find out about free courses and opportunities near you that will develop your confidence, employability skills and prospects.

FIRE IT UP: APPRENTICESHIPS

www.apprenticeships.gov.uk

Comprehensive information and advice on apprenticeships, with local vacancies and maps of potential career pathways.

SUCCESS AT SCHOOL

www.successatschool.org

Clear guidance on a wide-range of career sectors in an easy-to-access format, including short video interviews and case studies.

STAR PROFILE

www.startprofile.com

A platform to investigate education opportunities and career routes, with key information on employers and work experience.

YOUTH EMPLOYMENT UK

www.youthemployment.org.uk/careers-hub

Youth Employment UK is an independent, not for profit social enterprise founded in 2012 to tackle youth unemployment, providing insight and resources into careers and employment for 14 – 24 year olds.

GET MY FIRST JOB

www.getmyfirstjob.co.uk

[Add description \(TBS\)](#)

COAST TO CAPITAL ENTERPRISE ADVISER NETWORK - CAREERS RESOURCES BOARD

www.padlet.com/C2CEAN_CareersResources

A suite of resources to support careers pathways.

EAST SUSSEX CAREERS HUB

www.c360.org.uk/blog/category/educati

The East Sussex Careers Hub's mission is to inspire and prepare young people for the world of work.

QUESTION IDEAS TO ASK EMPLOYERS

- What is your favourite thing about the job/career you do?
- How did you end up in your current career?
- What skills and qualifications do you need to be successful in your job?
- What challenges do you face doing your current role?
- What advice would you give a young person to help equip them for the future?
- How did you get to where you are now?
- What has your journey been like from school to where you are now?
- How do you stand out from the crowd in a crowded employment market?
- If you were employing a young person to work for you in your job sector, what would you look for in them?
- Why are employability skills such as communication, teamwork and leadership so important?
- Which social media platform would be best to help me find work?
- What are the benefits of using social media profiles?
- What 3 things would you not share on a business profiles?
- How important is teamwork in your organisation?
- What types of behaviours change team dynamics?
- How do you deal with a difficult situation?
- What are your top 3 core values?
- What challenges have you faced in work and how did you overcome them?
- What is Equality, Diversity and Inclusion in the workplace?
- How do you overcome inequality in the workplace?
- How has creativity helped you overcome a problem at work?
- How do you deal with differences of opinion in the workplace?
- What do you mean by emotional wellbeing?
- If you could turn back time, what would you do differently?
- What is the best piece of advice ever given to you?
- How do you cope when things don't go according to plan?
- Are CV's still important?
- What 3 skills do you think are the most important?

SESSION REVIEW

- Tick which session you are attending:

<input type="checkbox"/>	Hello Network	<input type="checkbox"/>	Hello Team
<input type="checkbox"/>	Hello Brand	<input type="checkbox"/>	Hello Me
<input type="checkbox"/>	Hello Creativity	<input type="checkbox"/>	Hello Success
<input type="checkbox"/>	Hello Wellbeing	<input type="checkbox"/>	Hello Entrepreneur
<input type="checkbox"/>	Hello Resilience	<input type="checkbox"/>	Hello Employment

- Tick which skills are being discussed during this session

<input type="checkbox"/>	Aiming High	<input type="checkbox"/>	Staying Positive
<input type="checkbox"/>	Speaking	<input type="checkbox"/>	Listening
<input type="checkbox"/>	Creativity	<input type="checkbox"/>	Problem Solving
<input type="checkbox"/>	Leadership	<input type="checkbox"/>	Teamwork

- In the boxes below, make notes about the different employers/employees you meet during your session. To help you think about what to write, look at the suggested bullet points of things to note down:
 - Name and Company/Business
 - Qualifications/Experience/Responsibilities
 - Career Pathway
 - Skills/Qualities/Attributes needed to be successful

Employee 1:

SESSION REVIEW

Employee 2:

Employee 3:

Employee 4:

SESSION REVIEW

Action Task:

Having listened to the session you have attended, identify three things you now want to find out more about.

1.
2.
3.

Action Task:

In the space below, record three things you have learnt from listening to this session.

1.
2.
3.

Action Task:

Using one of the key employability skills you have identified during this session, write down an example of a time you have demonstrated this skill either at school/college or in another setting.

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SESSION REVIEW

If you could solve any problem in the world, what would you solve and why?

Ask your friends/family/teacher to describe one of your greatest strengths and record this in the space below:

Action Tasks:

- Complete your skills audit in your Hello Future Student Work booklet and identify areas of strength and your areas of development.
- Write down your current areas of interest and research jobs/careers linked to your interests
- Research qualifications/courses/apprenticeship schemes in your areas of interests.
- Write down two things you can do right now that will help you achieve your career goals.



NOTES