

RTP programme: Employability Skills Action Plan

	Fundamental skills		Thinking skills		People and Social skills		Personal Development skills
	Oral/Written Communication The ability to communicate formally and informally, verbally and in the written form, with a wide range of people, both internal and external of the organisation		Reflection Able to reflect upon, analyse and learn from significant experiences to support and encourage self understanding		Team working Able to co-operate and communicate effectively with others. Contribute to a group to meet shared objectives. Contribute to an atmosphere that supports / empowers all group members		Integrity and honesty Demonstrate the ability to develop a relationship over time showing honesty, reliability, and fairness. An understanding of right from wrong and consideration of ethical dilemmas
	Numeracy Able to use, analyse and present numerical data in appropriate contexts		Action Planning and Organisational skills Ability to plan, develop and oversee projects / events from start to finish: time management, reliability & attention to detail		Self Belief Self promotion and confidence in ones own identified strengths, abilities and capabilities. Having a positive attitude		Self Awareness Awareness of personal characteristics and traits. Ability to identify – and articulate - their own strengths, weaknesses and values
	IT Skills Use, present and communicate information using a variety of IT skills and software		Analysis and Decision Making Able to reach a position, opinion or judgment demonstrating a critical consideration of the options		Influence and Negotiating Identify desired outcomes, show flexibility in negotiating assertively to reach mutually agreed outcomes		Career Management Demonstrate relevant work experience, ability to assess current / future situation and plan development in relation to employment
	<u>Explanation and student guidance notes</u> Rate your confidence in the skill in the column next to each item. Use the rating scale 1 – not very confident 2 – some confidence 3 – confident 4 – very confident Use the empty skill boxes on the next page to make notes about where / when / how you use or demonstrate each skill		Problem Solving Define and apply strategies for changing or resolving a situation or problem. Evaluate and review method used		Leadership Able to take a leadership role allowing others to contribute effectively, whilst accommodating differences in opinion		Adaptability and Flexibility Able to manage change in an adaptable and flexible manner. Ability to 'think on feet' and change styles in different situations
			Ability to put theory into practice Able to clearly understand theory and integrate theoretical concepts into practical work.		Networking Establish and maintain working and communicative relationships with others to support and further their own objectives, identify role models and develop a professional identity		Commitment Demonstrate motivation towards goals, showing passion and dedication. Being tenacious and maintaining focus
			Enterprise, Creativity, Innovation & Initiative Create and develop original ways of working and problem solving – 'thinking outside the box'; initiative: a positive attitude to risk; being resourceful and resilient		Interpersonal skills The ability to relate to, and feel comfortable with people at all levels, to be able to make and maintain relationships as circumstances change, to be able to demonstrate active listening		<i>Specialist Skill</i>
			Work Awareness An understanding of appropriate relationships with a wide range of individuals, commercial and political awareness in a work context		Independent Working Take control and responsibility of own contribution within set boundaries or constrictions. Work without supervision to meet a set target. Use initiative		<i>Specialist Skill</i>

Fundamental skills	Thinking skills	People and Social skills	Personal Development skill
Oral/Written Communication	Reflection	Team working	Integrity and honesty
Numeracy	Action Planning and Organisational skills	Self Belief	Self Awareness
IT Skills	Analysis and Decision Making	Influence and Negotiating	Career Management
<p>Use the empty columns on this page to make notes about where / when / how you use or demonstrate each skill.</p> <p>Think about the job you want when you complete the programme – which of these skills are more important for that career? You need good evidence of experience with those skills.</p> <p>Remember these are all ‘generic’ skills that will help you be more successful now and in the future. There may be other technical or specialist skills that you also need.</p> <p>Or maybe you want to develop skills where you have a ‘gap’.</p> <p>Select any 2 that you can / need to improve and make an action plan for each.</p>	Problem Solving	Leadership	Adaptability and Flexibility
	Ability to put theory into practice	Networking	Commitment
	Enterprise, Creativity, Innovation & Initiative	Interpersonal skills	<i>Specialist Attribute</i>
	Work Awareness	Independent Working	<i>Specialist Attribute</i>

Your Action Plan for Developing Your Skills

The first skill I am developing is:

I will achieve this by: *think about some specific things you can do to develop this skill; give plenty of detail so that you make it realistic and achievable; who or what can help you, how will you know when you have achieved your development plan? **What one thing can you do today or tomorrow to get you started?***

Set a date a few days ahead and revisit this plan see how you are doing and keep yourself motivated and moving😊

The second skill I am developing is:

I will achieve this by: *think about some specific things you can do to develop this skill; give plenty of detail so that you make it realistic and achievable; who or what can help you, how will you know when you have achieved your development plan? **What one thing can you do today or tomorrow to get you started?***

Set a date a few days ahead and revisit this plan see how you are doing and keep yourself motivated and moving😊