

## RTP programme: Employability Skills Action Plan

	<b>Fundamental skills</b>		<b>Thinking skills</b>		<b>People and Social skills</b>		<b>Personal Development skills</b>
	<b>Oral/Written Communication</b> 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		<b>Reflection</b> Able to reflect upon, analyse and learn from significant experiences to support and encourage self understanding		<b>Team working</b> 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		<b>Integrity and honesty</b> 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
	<b>Numeracy</b> Able to use, analyse and present numerical data in appropriate contexts		<b>Action Planning and Organisational skills</b> Ability to plan, develop and oversee projects / events from start to finish: time management, reliability & attention to detail		<b>Self Belief</b> Self promotion and confidence in ones own identified strengths, abilities and capabilities. Having a positive attitude		<b>Self Awareness</b> Awareness of personal characteristics and traits. Ability to identify – and articulate - their own strengths, weaknesses and values
	<b>IT Skills</b> Use, present and communicate information using a variety of IT skills and software		<b>Analysis and Decision Making</b> Able to reach a position, opinion or judgment demonstrating a critical consideration of the options		<b>Influence and Negotiating</b> Identify desired outcomes, show flexibility in negotiating assertively to reach mutually agreed outcomes		<b>Career Management</b> Demonstrate relevant work experience, ability to assess current / future situation and plan development in relation to employment
	<u><b>Explanation and student guidance notes</b></u>  <b>Rate your confidence in the skill in the column next to each item.</b>  <b>Use the rating scale</b> 1 – not very confident 2 – some confidence 3 – confident 4 – very confident  <b>Use the empty skill boxes on the next page to make notes about where / when / how you use or demonstrate each skill</b>		<b>Problem Solving</b> Define and apply strategies for changing or resolving a situation or problem. Evaluate and review method used		<b>Leadership</b> Able to take a leadership role allowing others to contribute effectively, whilst accommodating differences in opinion		<b>Adaptability and Flexibility</b> Able to manage change in an adaptable and flexible manner. Ability to 'think on feet' and change styles in different situations
			<b>Ability to put theory into practice</b> Able to clearly understand theory and integrate theoretical concepts into practical work.		<b>Networking</b> Establish and maintain working and communicative relationships with others to support and further their own objectives, identify role models and develop a professional identity		<b>Commitment</b> Demonstrate motivation towards goals, showing passion and dedication. Being tenacious and maintaining focus
			<b>Enterprise, Creativity, Innovation &amp; Initiative</b> Create and develop original ways of working and problem solving – 'thinking outside the box'; initiative: a positive attitude to risk; being resourceful and resilient		<b>Interpersonal skills</b> 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>
			<b>Work Awareness</b> An understanding of appropriate relationships with a wide range of individuals, commercial and political awareness in a work context		<b>Independent Working</b> 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>

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<b>Oral/Written Communication</b>	<b>Reflection</b>	<b>Team working</b>	<b>Integrity and honesty</b>
<b>Numeracy</b>	<b>Action Planning and Organisational skills</b>	<b>Self Belief</b>	<b>Self Awareness</b>
<b>IT Skills</b>	<b>Analysis and Decision Making</b>	<b>Influence and Negotiating</b>	<b>Career Management</b>
<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>	<b>Problem Solving</b>	<b>Leadership</b>	<b>Adaptability and Flexibility</b>
	<b>Ability to put theory into practice</b>	<b>Networking</b>	<b>Commitment</b>
	<b>Enterprise, Creativity, Innovation &amp; Initiative</b>	<b>Interpersonal skills</b>	<i>Specialist Attribute</i>
	<b>Work Awareness</b>	<b>Independent Working</b>	<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😊*