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| **Skill that employers are looking for** | **What this means** | **Skills I have at the beginning of my course** |
| **1 Communication & Interpersonal Skills**  | The ability to explain what you mean in a clear and concise way through written & spoken communication. To listen and relate to other people, and to act upon key/instructions. |  |
| **2 Problem solving skills** | The ability to understand a problem by breaking it down into smaller parts, and identifying key issues, implications and identifying solutions. To apply your knowledge from many different areas to solving a task. |  |
| **3 Using your initiative and being self-motivated** | Having new ideas of your own which can be made into a reality. Showing a strong personal drive and not waiting to be told to do things. |  |
| **4 Working under pressure to deadlines**   | Handling stress that comes with deadlines and ensuring that you meet them. |  |
| **5 Organisational Skills** | Being organised and methodical. Able to plan work to meet deadlines and targets. Monitoring progress of work to ensure you are on track to meeting a deadline. |  |
| **6 Team working** | Working well with other people from different disciplines, backgrounds, and expertise to accomplish a task or goal. |  |
| **7 Ability to learn and adapt** | To be enthusiastic about your work, and to identify ways to learn from your mistakes for the benefit of both you and your employer. |  |
| **8 Numeracy** | The ability to use data and mathematics to support evidence or demonstrate a point. |  |
| **9 Valuing diversity & difference** C:\Users\lesley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\GBST1W45\MC900288988[1].wmf | Knowing the value of diversity and what it can bring. Understanding and being considerate of the different needs of different individuals. |  |
| **10 Negotiation skills** | To take on board other people’s feelings and express your own requirements in an un-emotional clear fashion to achieve a win-win outcome. |  |