

SHAPING FUTURES

The Merseyside Collaborative
Outreach Programme



CAREERS SELF-AWARENESS

This booklet is designed
to help you identify your
skills and qualities.



INTRODUCTION TO SELF-AWARENESS

Self-awareness, the ability to understand who you are and how you are perceived, is a crucial ability to have.

You might know what you're good at when it comes to your education, but do you have any idea what skills and personal qualities you have?

It's kind of like deodorant – you should know when you need a top up, but you'll probably stand around and blame somebody else before you realise it's you.

The skills and qualities you see in others are similar to your own, you're just too caught up in their bubble to realise you're the one smelling – of success!

This is an opportunity to explore this and find out:

- What is a skill and personal quality?
- Why are they important
- How do I identify those that I have already and how do I demonstrate that I have them?
- How do I develop skills?





SKILL: An ability to do an activity or job well, especially because you have practised it – you can learn and develop skills!

You will be developing skills whilst at school, at work and when doing the things that you love to do in your own time. The renegade isn't a skill that employers will look for, but not every skill you have has to be for your career, so you keep scrolling through TikTok and hitting that woah – once this is over, we have to broaden our careers horizons first.

When you start to identify the skills you have now and skills ones that you would like to learn, it becomes easier for you to think about careers.

Skills OR Personal Qualities?

Have a look at the selection words below and see if you can determine which are **skill words (S)** and which are **personal qualities (Q)**...

WORDS	S	Q
Good Communicator	<input type="checkbox"/>	<input type="checkbox"/>
Trustworthy	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solver	<input type="checkbox"/>	<input type="checkbox"/>
Reliable	<input type="checkbox"/>	<input type="checkbox"/>
Generous	<input type="checkbox"/>	<input type="checkbox"/>
Respectful	<input type="checkbox"/>	<input type="checkbox"/>
Patient	<input type="checkbox"/>	<input type="checkbox"/>
Energetic	<input type="checkbox"/>	<input type="checkbox"/>
Honest	<input type="checkbox"/>	<input type="checkbox"/>
Funny	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	<input type="checkbox"/>	<input type="checkbox"/>

WORDS	S	Q
Caring	<input type="checkbox"/>	<input type="checkbox"/>
Organised	<input type="checkbox"/>	<input type="checkbox"/>
Courageous	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>
Kind	<input type="checkbox"/>	<input type="checkbox"/>
Innovative	<input type="checkbox"/>	<input type="checkbox"/>
Creative	<input type="checkbox"/>	<input type="checkbox"/>
Supportive	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>
Time Management	<input type="checkbox"/>	<input type="checkbox"/>
Planning	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability	<input type="checkbox"/>	<input type="checkbox"/>

Answers
 Skills: Good Communicator, Organised, Problem Solver, Leadership, Initiative, Planning, Presentation, Adaptability
 Personal Qualities: Caring, Trustworthy, Courageous, Reliable, Generous, Kind, Respectful, Patient, Energetic, Supportive, Honest, Funny

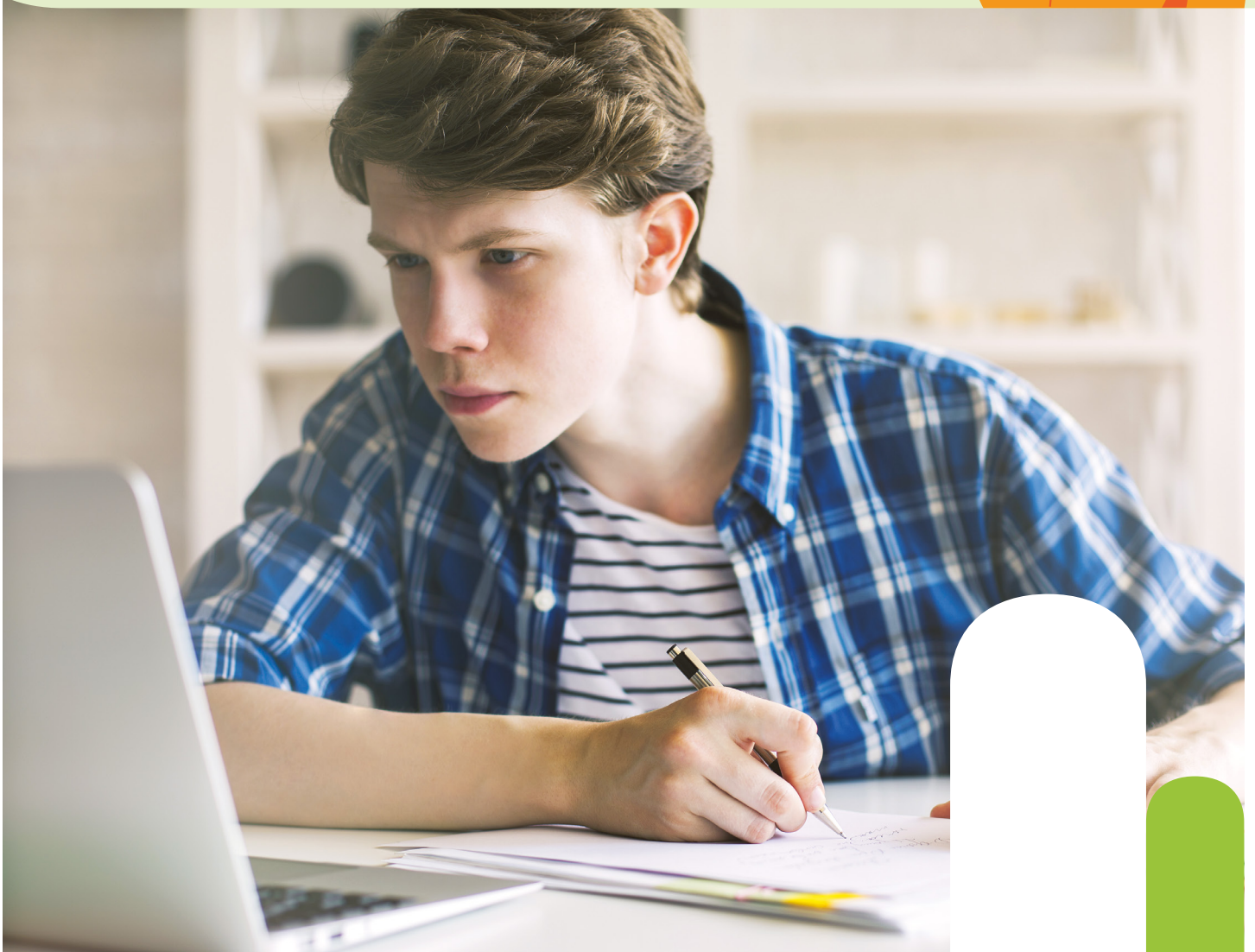
So, your Personal Qualities are your characteristics, they are what make up your unique personality!

You will notice that you may have similar or different personal qualities to your friends, everyone is a mixed bag, it's what keeps everything interesting! Your personal qualities will probably impact on what you do and don't like to do, in and outside of learning, and what interests you develop that can lead to skills.

You may not realise this, but you already have lots of valuable skills and qualities. As you go through your education you will need to be able to identify what these are and give examples of how you have demonstrated them. It could be an interview for a place at college, a part-time job or university – they will want to know why they should consider you, what makes you right for them?!

TIP – Don't claim to have a skill or personal quality unless you can give an example of a time when you have used it!

Sometimes, students can get caught out putting a skill or personal quality on an application form or CV only to get asked to elaborate during an interview...be prepared!





Have a go at identifying some of your skills and positive personal qualities...

- What good skills and qualities do I have? (Personality traits, characteristics, strengths?)
- How might people who know me describe me in a positive way?
- What have others said about me? (Teachers, friends, family)

Who said it or says this?	When?	Positive Skills/Qualities
Example Mum	When she was struggling to manage all of the housework whilst Nan was poorly – I helped with the chores, made sure I collected my younger sister from school a couple of days a week and supported her with her homework whilst Mum was with Nan.	Caring, reliable and organised.
Alison (Autism Support Centre)	One a month on a Saturday I volunteer to help run fun activities for the centre users. I have helped to create lots of different games to keep the users entertained and engaged.	Caring, patient, reliable, energetic, innovative
Form Tutor	During a charity event last Christmas I led a group of other students to create an event to raise money for the local homeless charity.	Leadership and communication.
Friends	I am often the one in our friendship group that they come and talk to when they're upset or worried about something.	Kind, caring, loyal, trustworthy, good listener, supportive.
Science Teacher IT Teacher PE Teacher	Delivering presentations on various topics	Presentation skills, IT skills, creativity, communication skills.

Have a go at doing this yourself...

Who said it or says this?	When?	Positive Skills/Qualities

Ten Skills you might not know you had!

<https://www.bbc.co.uk/bitesize/articles/zfpxt39>

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email admin@shaping-futures.info
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we are here to help.



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