**Employability Skills (Looks like-How to Practice)**

**1. Communication Skills**

**2. Teamwork and Collaboration**

**3. Problem-Solving Skills**

**4. Time Management and Organisation**

**5. Adaptability and Flexibility**

**6. Leadership Skills**

**7. Digital Literacy**

**8. Initiative and Self-Motivation**

**9. Emotional Intelligence**

**10. Attention to Detail**

**11. Conflict Resolution**

**Below, there are descriptions of the following for each skill:**

* What It Looks Like:
* Practice in School:
* Practice Outside School:

**1. Communication Skills**

**What It Looks Like:**

* Being able to clearly express ideas in both written and spoken forms.
* Listening actively and responding appropriately in discussions or group work.

**Practice in School:**

* Participate in class discussions and group projects to practice speaking clearly and listening actively.
* Write essays, reports, and summaries to improve written communication.

**Practice Outside School:**

* Engage in conversations with family and friends, explaining ideas and listening to their viewpoints.
* Start a blog, journal, or write for the school newsletter to practice writing.

**2. Teamwork and Collaboration**

**What It Looks Like:**

* Working well with others, sharing ideas, and supporting teammates to achieve common goals.
* Respecting others' opinions and contributing equally to group activities.

**Practice in School:**

* Join or form a study group or participate in team-based projects to practice working cooperatively.
* Volunteer for roles in group activities, such as leader, researcher, or organiser, to practice different aspects of teamwork.

**Practice Outside School:**

* Join a sports team, club, or community group where you can work with others towards a shared goal.
* Help organise events or activities in your local community, such as charity drives or school functions.

**3. Problem-Solving Skills**

**What It Looks Like:**

* Identifying problems and thinking of creative ways to solve them.
* Being able to evaluate different solutions and choose the best one.

**Practice in School:**

* Engage in projects or tasks that require problem-solving, such as science experiments or design challenges.
* Practice solving mathematical or logical problems in your assignments or puzzles.

**Practice Outside School:**

* Try to resolve challenges in your daily life, like organising your time, managing a budget, or fixing something at home.
* Play strategy games (e.g., chess or puzzles) to enhance problem-solving abilities.

**4. Time Management and Organisation**

**What It Looks Like:**

* Managing tasks efficiently and meeting deadlines.
* Keeping track of assignments, homework, and other responsibilities.

**Practice in School:**

* Use a planner or calendar to schedule school assignments, extracurricular activities, and study time.
* Break large tasks into smaller, manageable steps and set deadlines for each step.

**Practice Outside School:**

* Balance schoolwork with hobbies, sports, and social activities by creating a weekly schedule.
* Volunteer for a community project and use time management to keep it on track.

**5. Adaptability and Flexibility**

**What It Looks Like:**

* Adjusting to new situations or changes in plans.
* Being open to new ideas and learning from mistakes.

**Practice in School:**

* Take on different roles in group projects and adapt to different tasks or responsibilities.
* Participate in extracurricular activities that involve new challenges, like drama or public speaking.

**Practice Outside School:**

* Learn a new skill or hobby outside of your comfort zone (e.g., try a new sport, learn to cook).
* Adapt to changes in daily routines or try volunteering for new roles in community events.

**6. Leadership Skills**

**What It Looks Like:**

* Taking initiative and guiding others towards a goal.
* Making decisions that benefit the team or group.

**Practice in School:**

* Take on leadership roles in school clubs, such as being a class monitor or leading a group project.
* Organise school events, such as fundraisers, to develop and demonstrate leadership skills.

**Practice Outside School:**

* Lead a team in sports, scout groups, or community events.
* Volunteer to coach or mentor younger students or peers.

**7. Digital Literacy**

**What It Looks Like:**

* Using technology effectively for research, communication, and problem-solving.
* Understanding how to safely navigate the internet and protect personal information.

**Practice in School:**

* Use online resources for research, creating presentations, or submitting assignments.
* Learn about and practice internet safety, including setting up strong passwords and being aware of online risks.

**Practice Outside School:**

* Learn to use new apps or software for hobbies, such as graphic design, coding, or video editing.
* Stay informed on digital trends and how technology impacts everyday life.

**8. Initiative and Self-Motivation**

**What It Looks Like:**

* Taking responsibility for your own learning and setting personal goals.
* Proactively seeking opportunities for growth without being told.

**Practice in School:**

* Set personal academic goals (e.g., improving your grades in a subject) and track progress.
* Ask for feedback from teachers to improve your performance and show initiative in improving.

**Practice Outside School:**

* Set a personal project goal, such as learning a new skill or reading a certain number of books, and work towards it without prompting.
* Find volunteer opportunities or internships to gain experience and develop skills.

**9. Emotional Intelligence**

**What It Looks Like:**

* Understanding your emotions and those of others, and managing them in a healthy way.
* Using empathy to communicate effectively and resolve conflicts.

**Practice in School:**

* Practice active listening in class or group discussions, showing empathy for others' perspectives.
* Participate in mindfulness activities or school counselling workshops to develop emotional awareness.

**Practice Outside School:**

* Volunteer in roles where you help others, such as in a community outreach program, to build empathy and understanding.
* Practice handling your emotions in challenging situations, like during team sports or group activities.

**10. Attention to Detail**

**What It Looks Like:**

* Focusing on the small aspects of tasks, ensuring accuracy and quality.
* Double-checking work for mistakes before submitting it.

**Practice in School:**

* Proofread your assignments before handing them in to catch any errors.
* Pay attention to instructions and guidelines during assignments, making sure you follow them exactly.

**Practice Outside School:**

* Organise and tidy up spaces (e.g., your room or study area) to practice paying attention to small details.
* Engage in hobbies like drawing, photography, or coding, where attention to detail is key to success.

**11. Conflict Resolution**

**What It Looks Like:**

* Managing disagreements in a calm and respectful manner.
* Finding compromises and solutions that work for everyone involved.

**Practice in School:**

* Practice conflict resolution with classmates during group work or in social situations.
* Seek advice from teachers or school counsellors on how to handle conflicts better.

**Practice Outside School:**

* Handle disputes with friends or family members calmly, finding a fair resolution.
* Volunteer in roles that require mediation or peer support, such as being part of a student council or group leader.