



1. Communication, leadership, teamwork and resilience are among the top personal skills employers look for when recruiting, with each skill being used differently depending on the industry, role or context
2. Setting goals is important to make sure you have a focus, using SMART goals will help you achieve them more than having vague goals.
3. A smart target is Specific, Measurable, Achievable, Result- focused and Time-bound.
4. Being prepared for life after school is important, whether going to college or applying for work there are certain things prospective educators and employers will be looking for.
5. Developing skills like communication, confidence, time management and team working will help to make you more employable.
6. When applying for anything that needs you to submit a CV remember the rules on writing one – Keep it short and to the point (no more than 1 page) Don't use fancy fonts, colours or images, tell the truth but keep it relevant, make sure you have your contact details on there (you may want to create a more professional email address)
7. Doing research before attending an interview shows that you have an interest in the company, prospective employers will be looking for someone that stands out and this will help.



- **Communication** - The imparting or exchanging of information by speaking, writing, or using some other medium.
- **Qualified** – officially recognized as being trained to perform a particular job; certified.
- **Flexible** – ready and able to change so as to adapt to different circumstances.
- **Commitment** – the state or quality of being dedicated to a cause, activity, etc.
- **Innovative** – introducing new ideas; original and creative in thinking
- **Passionate** – having, showing, or caused by strong feelings or beliefs.

Setting goals and planning how to achieve them helps us to aim high at school, at home and at work.



## Key Terminology

Goal, Personal, Achieve, Aspire, Growth Mindset, Resilience, Challenge, Self-esteem, Communication, Numeracy, Teamwork, Problem Solving, Creativity, Employability