



## Guide to Skills

Skills are things that you learn and help you to do things. Everyone, has a skill depending on their interests, natural abilities, personal qualities and technical skills. They can expand your knowledge and attitude which will help you do something well. This guide will help you identify the different type of skills there are, how you can identify them and most importantly how you can build on them.

### What type of skills are there?

**Basic Skills:** These fundamental skills are broadly known as literacy, numeracy and basic digital knowledge that are essential for everyone to get on in every day life.

**Essential Skills:** These are transferable skills that everyone needs to do almost any job, they can be known as core skills or employability skills. See below examples of an essential skill:



- **Listening** – ability to listen and understand information
- **Presentation** – the oral transmission of information or ideas
- **Problem Solving** – the ability to find a solution to a complex situation or challenge
- **Creativity** – the use of imagination/generation of new ideas
- **Staying positive** – the ability to use tactics to overcome setbacks and achieve goals
- **Aiming high** – ability to set clear, tangible goals and devise a route to achieving them
- **Leadership** – Supporting, encouraging and developing others to achieve a shared goal
- **Teamwork** – working co-operatively with others towards a shared goal

### Technical Skills

These skills are the abilities and knowledge needed to perform specific tasks. They are practical and often relate to IT, mechanical, scientific tasks. See below some examples of a technical skill.

- Programming languages
- Operating manufacturing systems
- Proficiency in software
- Technical writing
- Project management
- Data analysis



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## How to identify your skills?

Everyone has a skill or that special something that sets them apart from everyone else. Skills don't just come from having a job, they can come from a wide variety of scenarios e.g. your time at school/college, your hobbies and interests or any volunteering you may have undertaken. To help you identify your skills carry out the activity below:

- Make a list of where you think you have learnt some skills e.g. Being part of a sport team, doing a school/college project, doing a weekend job
- Using this list, now think about the skills you have learnt e.g. Teamwork, Planning, Problem-solving



## Where can you build on your skills?

There are lots of ways to build on the skills you already have and learn new ones.

Things you could do in school, college or university:

- ❖ Join in activities e.g. computer club, sports team
- ❖ Take part in a charity event
- ❖ Take on a role in a debating team or become an advocate for social change i.e. environment
- ❖ Broaden your network of friends – work on a project or piece of work with someone in your class or on your course that you don't really know

Things to do outside school, college or university :

- ❖ Join a club or organisation externally e.g. youth club, sports club, Scouts,
- ❖ Volunteer or do some charity work
- ❖ Get a weekend job e.g. working in a shop, garden centre
- ❖ Read articles, books or research online
- ❖ Look in your social circle e.g. family, friends is there anyone you look up to?

### Top Tips

- ✓ **Practice** e.g. try taking on a coaching session at your sports club or undertake a fundraising project
- ✓ **Get feedback** e.g. after doing a project or piece of work, what did you do well, were can you improve?

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