# Next Steps Toolkit

# Understand Your Life Skills

**What are life skills?**

Some skills are specific to certain jobs. For example, a Software Developer needs to have strong programming skills, but would probably not need to be great at graphic design.

However, some core life skills – sometimes known as 'soft', 'baseline', or 'transferrable' skills – are important for any job in any sector.

These are skills such as:

- Communication
- Flexibility
- Confidence
- Initiative
- Teamwork
- Organisation
- Problem solving
- Time management

AI

This PDF is interactive, so that you can fill out digitally.

# What life skills do you have?

Through a mix of schoolwork and extra-curricular activities, you will have developed many of these skills to different levels without even realising it.

Fill in the table below to help you think about your transferrable skills.

Tip: If you can't think of any extra-curricular activities, think of things you do at school. Have you done any group work, or given a presentation?

| Activity | Tasks | Skills |
|---|---|---|
| • In this column, write down activities that you do regularly.<br><br>*E.g., playing on a sports team, singing in a choir, volunteering, working at your part-time job, etc.* | • In this column, write down the things that you do as part of these activities.<br><br>*E.g., being captain of your sports team, preparing sheet music, working at a till, etc.* | • Use this column to note the skills that you use as part of these activities.<br><br>*E.g., If you're a team captain, you probably use leadership. If you work with customers, you likely use communication skills.* |

# Communicating your life skills

**What are some of your strengths?**

Employers aren't mind-readers! So, when you're applying for jobs, you will need to tell them exactly what skills you have and how you've developed and demonstrated them.

Use the notes you made in the table above to fill in the STAR templates below. This will give you an idea of how to talk about your life skills.

## I am good at:

| | |
|---|---|
| **Situation:** | I regularly take part in / work as... |
| **Task:** | This involves... |
| **Action:** | I have to use my skill to... |
| **Results:** | This means that... |

| | |
|---|---|
| **Situation:** | I regularly take part in / work as... |
| **Task:** | This involves... |
| **Action:** | I have to use my skill to... |
| **Results:** | This means that... |

| | |
|---|---|
| **Situation:** | I regularly take part in / work as... |
| **Task:** | This involves... |
| **Action:** | I have to use my skill to... |
| **Results:** | This means that... |

# FUTUREGOALS

Supported by:

**BURBERRY**
**FOUNDATION**