

# Get the Right Job Programme Skills and Capabilities

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SESSION 1



# Aim

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Understand and catalogue your skills and capabilities.

Discover what you can offer and what you could be applying for

# Your Capabilities

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## Skills

- Things that you know how to do

## Experience

- The jobs, voluntary work, studies you have done

## Knowledge

- What you know and understand

## Motivation

- What drives you and what you care about

# What Are Skills

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Skills are what we can do

- They can be job specific or general

Skills take time to develop

- We build up competence with practice
- Can have different levels of competency for different skills

Skills are not the same as knowledge

- Knowing about something and being able to do it are not the same
- Think about learning to swim, reading books is not enough

# Skills are important

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## Skills are some of your key assets

- Skills are one of the building blocks of your CV
- Used in matching job roles and candidates

## Recruiters look for skills and achievements when making decisions

- Interviewers use competency frameworks to probe for skills
- You need to be able to back everything up with examples

## Skills need to be specific

- *“Good communications skills”* is not very helpful to a recruiter
- *“Able to give clear instructions for accounting task”* is more specific
- *“Deliver clear presentations to customer”*

# Experience

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## Employment

- The core section of a CV
- List of jobs that you have done

## Volunteering

- Even if it is not paid it still counts as experience

## Studies

- Particularly projects and team working

## Life experience

# Specific Experience

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## Moving beyond the outline

- Understand the specific things you have done
- Makes it easier to transfer into a new context

## How would you complete the statement

- “I have done .....

## Helps to capture detailed examples

- Can use the STAR Situation, Task, Action, Result format

# Experience Worksheet

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## Situation

- Set the scene for the story. What was happening?
- Why was this needed? When did you do it?

## Task

- What were you asked/needed to do?

## Actions

- What did you actually do?
- If you worked as part of a team what was your contribution?

## Result

- What was the outcome?
- How did it help the organisation?
- Use numbers where possible.



# Knowledge

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What do you know about

Qualifications

Courses

Subjects you have studied

Hobbies and Interests

# Motivation

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If you are motivated you will overcome obstacles

- It will be easier to pick up new skills

Think about how you would complete these sentences

- I want to .....
- I care about .....
- I am interested in .....
- I am someone who .....

Helps to understand what is driving you.