

# Lesson Plan - Career Skills

## Objectives:

To introduce 'soft' or 'transferable' skills to students as part of their preparation for the world of work.

To encourage students to think about where such skills might be useful or necessary in the workplace, and to recognise their significance.

To encourage students to identify skills they already possess and to recognise opportunities for developing them further

Resources used:	Job Roles Worksheet (1 for each team) CareerSkills Self Assessment Worksheet (1 for each student) 1 Classroom Period
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## Discussion:


This plan requires that students form small groups (3 -5 each) to undertake a task, which is completed on a worksheet. When the task is complete, one member of each group is required to present the groups' findings to the class. Students are then given a self assessment exercise and action plan to complete.

Commence the class with a brief introduction to 'transferrable' or 'soft' skills (see 1st page of Career Skills Self-Assessment Worksheet).

## Method:


### Part 1 - Skills Matching

 Organise the class into small teams of 3-4 students. Indicate that you are going to give them a task to do.

 Ensure you have enough Job Role Worksheets to complete the task (one for each team) [download a selection of Job Role Worksheets from [www.careersportal.ie/guidance](http://www.careersportal.ie/guidance)]


 Read out the following instructions to the class:

***You are being assigned the task of selecting candidates for various positions in a number of businesses. All candidates have the required educational qualifications for the job. However there are too many applications for each position and the HR Manager has requested your team to help by identifying the most important 'transferable skills' for each role. On the basis of your choices, candidates will then be re-evaluated for the positions.***

 Hand out one copy of a Jobs Roles Worksheet to each team.

The Job Roles Worksheet contains a list of 26 CareerSkills listed on the left of the page, and four empty Job Role columns on the right.

Each of the four Job Role columns is assigned to a particular job role [e.g. for the 'School' business – roles such as Principal, Secretary, English Teacher, Guidance Counsellor].

 Ask the teams to work together to do the following:


***For each job role, assign five skills you think are the most important for the role – but use each skill only once.***

i.e. each job role will get five skills, but no job roles are allowed a skill used in another job role.

Note: Students have to familiarise themselves with the list of skills and the job roles, and, making a lot of assumptions, work out together which skills are most important for each role.

Because of the forced artificial nature of the exercise (e.g. only one role can have 'Leadership' skills, or 'Computer' skills) there is lots of room for debate / discussion within teams.

Some skills will appear more important, others less so.

 After 15 minutes or so, ask the teams to stop their work.

## Part 2 - Presentations

- ➡ Now tell the teams that each has to present their finding to the HR Manager (you), and that a single team member is to give this short presentation. The presentation is to:

***Pick one job role from their business, and recommend to the HR Manager the skills your team believe are most important for that role, and why.***

Allow approx 5 minutes for the teams to elect someone and organise compiling their presentation

- ➡ Start the presentations. Ask each team in turn to call out the business and selected job role, followed by the skills they think are most appropriate.

During the presentations discuss and comment as appropriate.

When complete, comment on choice of skills - e.g. which ones come up most often / least often, the difficulty in selecting only 5, etc.

Bring to the students' attention that fact that most of the skills being discussed and described were themselves required for the successful completion of this exercise.

- ➡ Students return to their normal class positions

## Part 3 - Skills Audit and Action Plan

- ➡ Hand out copies of the CareerSkills Self-Assessment Worksheet [downloaded from [www.careersportal.ie/careerskills](http://www.careersportal.ie/careerskills)] to each student.

Alternatively, as an assignment, ask students to download this form from the website and complete it for next class.

- ➡ Ask students to complete this worksheet. It allows students to assess the development of their skills to date, and identify those skills that they think are well or under developed. On the worksheet they can highlight both their most developed skills (useful for compiling their CV), and those they wish to develop more. This information is useful as part of the students guidance plan, and can be stored in the students Career file.

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Further understanding of Career Skills can be encouraged for those students undertaking work experience. Use our Career Skills Career Investigation worksheet to assist students understand the relevance and importance of transferable skills in the workplace.

A blank copy of a Job Roles Worksheet is also available for your convenience. This can be photocopied and customised to suit local businesses or other types of business more suitable for your purposes.

All student materials required for this lesson plan can be downloaded from [www.careersportal.ie](http://www.careersportal.ie). Lesson plans and other Teacher resources are available at [www.careersportal.ie/guidance](http://www.careersportal.ie/guidance)