

Today's session

- **Creating Goals and Objectives**
- **Strengths and weaknesses**
- **3 C's for Strengths**
- **Employability skills**
- **Networking**

Activity/ Discussion

Take a moment to think about why you applied for the apprenticeship and why you agreed to take part in these courses.

- What are you looking forward to?
- What do you hope to achieve?
- Is there anything you are concerned about?

Write these down or share them in the chat function.

Creating goals and objectives

Wish: What do you want to achieve

Outcome: What would the outcome of this be?

Obstacle: What could prevent you from achieving this goal?

Plan: How are you going to plan to overcome this obstacle?

Activity/ Discussion

In pairs or groups tell you partner about your goals and what obstacles you think you might encounter.

Together can you come up with any solutions to these obstacles?

“Sometimes you don’t realize your own strength until you come face to face with your greatest weakness.”

—Susan Gale

EQUATE

| 100 Positive Adjectives to Describe a Person | | | | | |
|--|-----------------|-----------------|-----------------|--------------|-----------------|
| Personality Traits | | Characteristics | | Qualities | |
| Accurate | Action-oriented | Adventurous | Knowledgeable | Leading | Lively |
| Ambitious | Analytical | Appreciative | Logical | Lovely | Merciful |
| Artistic | Assertive | Athletic | Modest | Moral | Motivated |
| Authentic | Caring | Clever | Observant | Optimistic | Open-minded |
| Compassionate | Charming | Communicative | Orderly | Original | Organized |
| Confident | Considerate | Courageous | Outgoing | Patient | Peaceful |
| Creative | Curious | Decisive | Perseverant | Persuasive | Persistent |
| Dedicated | Deliberate | Detail-oriented | Practical | Precise | Problem-solving |
| Determined | Disciplined | Educated | Prudent | Quick-witted | Resourceful |
| Empathetic | Energetic | Entertaining | Respectful | Responsible | Self-assured |
| Enthusiastic | Fair | Fast | Self-controlled | Serious | Spiritual |
| Flexible | Focused | Friendly | Spontaneous | Social | Straightforward |
| Generous | Grateful | Helpful | Strategic | Tactful | Team-oriented |
| Honest | Hopeful | Humble | Thoughtful | Thrifty | Tolerant |
| Humorous | Idealistic | Independent | Trustworthy | Versatile | Visionary |
| Ingenious | Industrious | Inquisitive | Warm | Welcoming | Wise |
| Inspirational | Intelligent | Kind | | | |

Activity/ Discussion

In groups choose 2 or 3 that you identify with a 1 you aren't as comfortable with

Then tell your group a story with one of those strengths (how you have used this skill, it could be work based or home based, for example negotiating with a toddler or negotiating priorities at work).

| Common Theme | Examples Given | Possible Interpretation |
|-----------------|---|---|
| Great in a team | I pay attention to and amplify other people's ideas, I notice and speak to people when they aren't themselves | Working alongside others is something I enjoy and an environment I thrive in. |
| Curiosity | I decided to take part in an apprenticeship where I didn't know anyone, and thought it would be an interesting challenge. I changed career to try something else I enjoy | I like new challenges and I take risks |

3 C's

Clarify

Know your Strength
Ask others
Compare Feedback

Communicate

Share your Strengths
Use a table to help you

Capitalise

Find Opportunities

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Employability Skills

Institute of Directors report highlighted that **64%** of the directors surveyed (out of 500) stated that recent graduates **employability skills were more important** than the specific occupational, technical or academic knowledge/skills associated with their degree.

Top 10 Employability Skills



Communication & Interpersonal
Problem Solving

Using your initiative & being
self motivated

Working under pressure and
to deadlines

Organisation

Team working

Ability to adapt and to learn

Negotiation

Valuing diversity & difference

Numeracy

Your Employability Skills

- Looking at the list of employability skills – are there any you would find difficult to give an answer/example to? If so, these are the ones you need think about going forward so that you can give an example in future.
- Start a log, pick tasks or activities that you have on your CV and relate them back to an employability skill.

Activity/ Discussion

Setting yourself a goal

What do you want to get out of online networking?

Have a think and type it into the chat box

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