

SKILLS FOR SUCCESS

Passport to a successful career

Growth is a direction, not a destination – so follow it ruthlessly; give yourself permission to be who you have always wanted to be.”

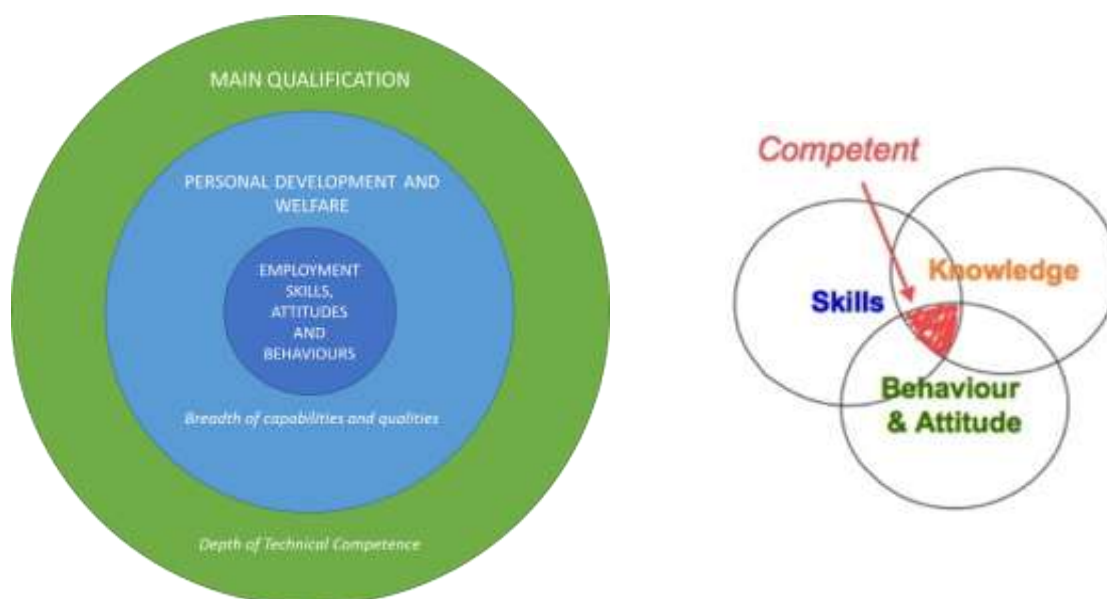
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West Suffolk College v3 2020

Introduction to Skills for Success

Values, attitudes and behaviours are fundamental to work place success. **West Suffolk College's** Apprenticeships are designed to enable individuals to fulfil their goals whilst demonstrating the values and behaviours associated with their organisation. We do this by placing **Personal Development** securely at the heart of our delivery so that every session, whether in the workplace or off-the-job, is designed to develop a breath of essential skills beyond the curriculum. The Standard, Framework or qualification requirements are then wrapped around Personal Development providing long-term skills that enable career progression and longevity.



Maslow (1970) suggests that all individuals have an in-built need for Personal Development which occurs through a process called self-actualisation. Self-actualisation is the desire that everyone has *'to become everything that they are capable of becoming.'*

Read more at: <https://www.skillsyouneed.com/ps/personal-development.html>

Skills for Success is designed to ensure that employers get the very best out of their employees. We can work with you to map your organisation's core values to this programme.

Outline

Your employee will gain the **strength of character** to stand out above the rest, living and working as independent thinkers, confident in their choices and actions. We will help them to develop a **growth mindset** with skills that are transferable to wherever their career path takes them. These transferrable skills combined with technical understanding and subject knowledge will equip them with the tools they need to carry out their role to the **best of their ability**. Individuals will learn:

- how to recognise their own character strengths and how these will help them progress in work and in life

- how to recognise and celebrate the benefits of diversity, respecting others; contributing to wider society and life in modern Britain
- techniques for keeping themselves healthy, both emotionally and physically and how to keep themselves safe at work and online
- clear choices about the next stage of their education, employment or training
- to demonstrate good transferable study skills to help them to progress into other education or training.

Course Content

Resilience	To rise above difficulties and achieve. To be knocked down and get up again
Curiosity	To want to find out more or learn more about something
Optimism	To look on the positive side of events and situations and expect the best of something or someone
Ambition	A strong desire to do or achieve something
Ownership	To take responsibility and control of something
Professionalism	To be able demonstrate emotions and behaviour, even when pushed or under pressure, that are appropriate for the situation
Respect	To show self-respect as well as mindfulness of others. To show positive feelings of admiration for another person or group that you believe has good ideas or qualities
Confidence	Being certain of your abilities, have a sense of self-worth
Communication and Interpersonal Skills	Explaining what is meant in a clear and concise way through written and spoken means at all levels. Actively listening and relating to others. Acting upon key information/instruction
Problem Solving	Understanding a problem by breaking it down and identifying key issues, implications and then identifying solutions. Applying knowledge from many different areas to solving a task
Using your initiative and being self-motivated	Personal drive and not waiting for instruction. Recognising what needs to be done and taking the necessary steps to make this happen

Working Under Pressure	Coping with stressful deadlines and how to recognise and improve your own response in such situations
Time Management Skills	Being organised and methodical: planning your workload and prioritising to ensure you meet deadlines and targets - whilst at work, in college and with homework
Team working	Working well with others from your own and different teams, backgrounds and expertise to complete a task or goal. Form collaborative relationships, resolving issues to reach agreed outcomes
Self-management	Organising yourself, showing personal responsibility, initiative, creativity and enterprise with a commitment to learning and self-improvement
Reflective learning	Evaluating your own strengths and limitations, setting realistic goals with criteria for success. Monitor own performance and progress, inviting feedback from others and making changes to further your learning
Ability to learn and adapt	Enthusiasm for learning and work: identifying ways to learn from mistakes and continually improve. Actively embrace change, respond positively to new priorities, cope with challenges and look for new opportunities
Maths and English	Recognising where the functional use of maths and English fits in your work and life. Accurate spelling, grammar and punctuation and functional application of maths.
Digital Skills	Living in an online world – IT for business, social media, analytics, search engines, personal assistants, artificial intelligence, mobile technology and the future of the digital landscape
Valuing Diversity and Difference	Knowing the value of diversity and what it can bring. Considering the different needs of different individuals and recognising that others have different beliefs and attitudes
Effective participation	Actively engaging with issues that affect you and those around you. Play a full part in the life of your workplace or wider communities by taking responsible action to bring improvements for others as well as yourself
Negotiation Skills	Taking on board others' feelings and expressing requirements in an unemotional clear fashion to achieve mutual success.
Independent enquiry	Generate and explore ideas, making original connections. Try different ways to tackle a problem, working with others to find imaginative solutions and outcomes that are of value
Creative thinking	Evaluating situations or problems from a fresh perspective to conceive ideas that are new or original
Referencing and evaluating sources of information	How to avoid unintentional plagiarism. Why and how to use referencing – bibliographies, citing sources and the use of Harvard Referencing system. Evaluate sources of information for, relevance, currency, accuracy and bias

Critical Thinking	Taking a critical approach to your studies and professional development
Extended Writing	Best practice in extended writing – projects, reports and/or dissertations
Revision exam techniques	Revision planning: Coping with anxiety, panic and other emotional impacts. Tips for before, during and during an exam or End Point Assessment
My Health and Wellbeing	How to keep yourself healthy, emotionally and physically, including through exercising and healthy eating
Keeping myself safe	Explore ways to keep yourself safe from risks such as abuse, sexual exploitation and extremism, including when using the internet and social media
Wider society and life in modern Britain	How to contribute to the wider society and life in modern Britain. Show tolerance and a commitment to democracy and Rule of Law (covering PREVENT and British values)
My next steps	Choices and preparation for the next stage in education, employment or self-employment

References

<https://www.skillsyouneed.com/ps/personal-development.html>

<https://www.stem.org.uk/resources/elibrary/resource/418157/top-ten-employability-skills>

<https://thoughtcatalog.com/bianca-sparacino/>