

Employability Skills and Personal Development Planning.

Personal Development Planning (PDP) gives you the opportunity and support to think about your learning, the skills that you have, and those you need to develop. You will need to undertake this process, either formally or informally, throughout your working life. These are the sorts of occasions on which you will be required to do so:

- Job applications
- Job interviews
- Employee reviews
- Career planning
- Career Change

PDP is actually quite good. It does make you realise that you have got some skills and lets you see the ones that you need to improve...[3rd year student]

Job Skills Analysis

This is an example of a skills analysis activity carried out on a sample job typically undertaken by students, but not always valued by them.

I can see from [graduates'] applications that they have got, for example, work experience in a bank, and I try to lead them to talk about the skills they gained from that, but they don't seem to recognise the value of them. We could be rejecting really good people because they can't recognise their own skills or the relevance of their experience... [Graduate recruiter]

Performing a skills analysis on the part-time or temporary work which many students undertake to support their studies can provide evidence of valuable experience to future graduate employers.

For example, a student's skills analysis for the job of bar person is presented in the grid below:

Tasks	Oral Communication	Working as a Team	Problem Solving	Application of Number
Taking drinks orders	Developing excellent interpersonal communication skills			
Taking money and giving change				Need to calculate quickly and accurately
Making customers aware of promotions	Developing oral communication / persuasive marketing skills			
Dealing with customers	Negotiation skills, empathy skills			
Resolving possible conflict situations with drunk / underage customers		Gathering information from and presenting information to team members	Arriving at appropriate outcomes for potentially difficult situations based on observation and	

			information from others	
Training new staff	Motivating, explaining new concepts and processes			

Activity:

Carry out a skills analysis in relation to a temporary or part-time paid or voluntary work that you have carried out. If you do not have any work experience, apply the skills analysis to a hobby or pastime that you have been involved in.