

Skills matrix (11 slides)

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Context

- This session is aimed at students but can be used by staff as well
- A changing job market - Ai impact <quick discussion about this>
- An age of automation where you be matched against a database!
- As a young person (and older) you need to reflect on how to present yourself to the market and where you need to adapt
- Do you want a job or a career?
- Traditional techniques
 - A CV - typically filled in a jobs site
 - A LinkedIn presence
- Is this enough, however? No, needs to more granular

A skills matrix about you – how to

- A skills matrix
 - Technical skills
 - Soft skills
 - And more
- You produce a matrix of what you think (be honest) you are strong in and weak in, each item has a weighting 1 to 5 (5 being highest)
- Produce an action plan/calendar with timescales to address the weak areas
- Get it checked by a friend/family to verify the content
- Maintain it as a work in progress document, it never finishes..I'm still working on mine!

Skills

- Let's have a walkthrough of the matrix
- You cannot complete one today, but I will provide Kostas with the template
- At the end of the matrix, which takes some time to do i.e. weeks you will have a summary of skills which are:
 - 1s - you need to do something about it!
 - Mid order - further development needed
 - 5 skill seen to be in your opinion justified but may need validation
- These sites have their own skills matrix templates [Indeed](#) or [LinkedIn](#) as well

Write a stories about your life so far

- Use up to 5 stories to draw upon to fill out the matrix which follows
- They can be work, life or study based.
 - Situation – the situation you were in.
 - Task – what you wanted to accomplish or had to do. Ideally with some kind of hurdle, obstacle or constraint that you faced.
 - Action – describe what you did, step by step.
 - Result – what was the overall result. Did you complete your task?
 - Reflect – what did you learn about yourself?
- An example story from me <anecdote>

Employability skills

Employability skills					
Teamwork	1	2	3	4	5
• Contribute to discussions and share ideas					
• Compromise your ideas based on team decisions					
• Complete tasks by agreed team deadlines					
• Share progress with team members					
• Attend team meetings					
• Encourage and inspire fellow team members					
• Help team members					
• Understand and respect team members behaviours, actions and responses (emotional intelligence)					
Leadership	1	2	3	4	5
• Take responsibility for a task					
• Manage a team or project					
• Assign and delegate tasks					
• Supervise, manage, coordinate					
• Teach, train or instruct					
• Set deadlines					
• Initiate, lead, be a pioneer					
• Motivate and inspire					
Interpersonal skills	1	2	3	4	5
• Persuade and sell					
• Influence					
• Negotiate and resolve conflicts					
• Advise					
• Help people link up or connect					
• Raise people's self-esteem and motivate					
• Serve, care for, help					

Employability Skills continued

Communication	1	2	3	4	5
Written					
• Reports					
• Essays					
• Emails/letters					
• CV					
• Use spell/grammar check					
• Construct an argument					
• Legal documents					
• Technical documents					
Verbal					
• Speak clearly and concisely					
• Tailor message to the audience					
• Ask good questions, interview, draw out information					
• Deliver presentations to groups					
• Actively listen and respond to others					
• Divert, amuse, entertain, perform, act					
Organisation skills	1	2	3	4	5
• Prioritise workload					
• Set goals					
• Manage your time					
• Manage competing demands					
• Meet deadlines					
• Meet targets					
• Accommodate additional, unexpected tasks					
• Use a time management tool - eg MS Outlook					

Thinking skills

Thinking skills					
Problem solving and decision making	1	2	3	4	5
• Take a logical and analytical approach					
• Analyse, break down into parts					
• Create, innovate and invent					
• Design, use artistic abilities, be original					
• Visualise					
• Imagine and envision					
• Develop, improve					
• Make decisions					
• Produce a solution					
• Be curious (questioning mindset)					
Enterprise and entrepreneurialism	1	2	3	4	5
• Anticipate potential problem and adapt (enterprise)					
• Use your initiative					
• spot gaps in the market and innovate					
• work independently					

Thinking skills continued

• have original ideas					
• Trying something new					
• Improving a process to increase efficiency or boost results					
Data	1	2	3	4	5
• Research					
• Data analysis					
• Data cleansing					
• Pattern spotting					
• Generating reports					
• Reading a lot of information from various sources					
• Weighing up the merits of different arguments					
• Creating a compelling argument based on evidence					
• Compile, keep records, file, retrieve					
• Work with numbers, compute					

Technical skills

Technical skills					
	1	2	3	4	5
• Make, produce, manufacture					
• Examine, inspect, compare, see similarities and differences					
• Study, observe					
• Repair					
• Set up, assemble					
• Use specialist equipment					
• Use specialist software					
• Use specialist techniques					
• Use programming languages					
• Use Microsoft Office					
• Speak languages					
• Assess, evaluate, treat					
• Construct					
• Shape, model, sculpt					
• Operate, drive					
• Treat, cure					
• Play an instrument					
• Create software					
• Create games					
• Animate					

Personal skills

Personal skills					
	1	2	3	4	5
• Confidence					
• Resilience					
• Willingness to learn					
• Positive attitude					
• Perseverance and motivation					
• Ability to work under pressure and handle stress					
• Adaptability/flexibility					
• Professional behaviour					

What to do about skills developed

- Your course at HMU...look at the bigger picture/self-study hours beyond assignments
- DIY and free
 - MOOCs
 - YouTube
- If employment as part of your appraisal plan - you dictate that
- Join a professional body for your chosen path
- Remember - think career not just job
- Developing you in a holistic way