

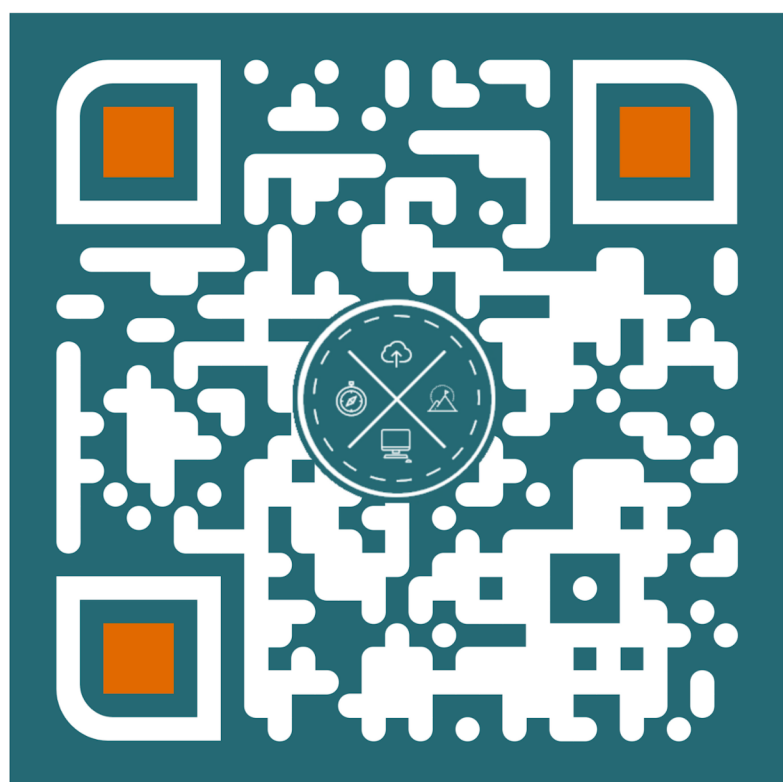
The skills people gain through youth work and volunteering are skills for life!

Capture them!



# SKILLS SUMMARY

Sign up!



- ➔ Learn about a range of life skills
- ➔ Do the quizzes to discover your strengths
- ➔ Learn how to talk about them at job interviews
- Build an online profile to track your progress
- Gather endorsements to help develop a winning CV
- Get advice on how to increase your employability

Skills Summary is a partnership project between the National Youth Council of Ireland, SpunOut.ie, and Accenture. It is funded by the Department of Children, Equality, Disability, Integration and Youth and recognised as a measurement tool in the Youth Employability Initiative.



# COMMUNICATION

## *Skills*

**Communication** is all about getting information across. This information can be anything from messages and observations to thoughts, feelings or emotions which can be put across to other people by speaking, writing or non-verbal gestures, like body language. A good communicator will also listen well and talk to people in a confident way, without being aggressive or overbearing.

### **Some examples of good communication skills:**

- Listening and adapting to others' needs
- Taking on board what others are saying
- Overcoming communications obstacles
- Speaking confidently without being aggressive

Explore  
more skills on the website!  
[www.skillssummary.ie](http://www.skillssummary.ie)



SKILLS  
SUMMARY



# INTERPERSONAL *Skills*

We all use **interpersonal skills** every day when we talk and communicate with other people. Interpersonal skills involve being open minded and respectful to other people's views and opinions, even if they are different from your own. They also include recognising the differences between people and noticing someone's character.

## Having strong interpersonal skills means you can:

- Help build trust with others
- Handle stress or conflict
- Stay confident and calm as you do so

Check out  
**Career  
ABC**  
on

[skillssummary.ie](https://www.skillssummary.ie)

and get advice and tips  
on how to increase your  
employability!



**SKILLS  
SUMMARY**



**Teamwork** is when a group of people work together towards the same goal. It happens in school, work, sports, music, and our day to day lives with our friends and family. Teamwork makes a group stronger than the sum of its parts which leads to more creativity and better problem-solving. It creates healthy competition and gives everyone a chance to improve their own skills.

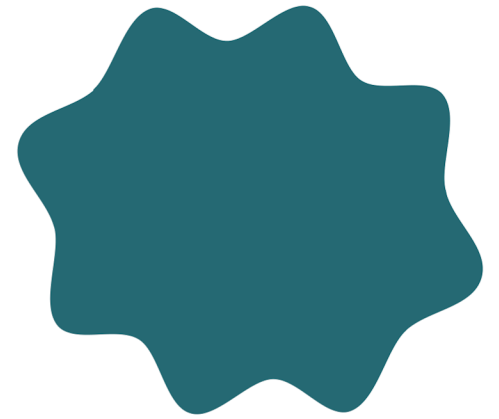
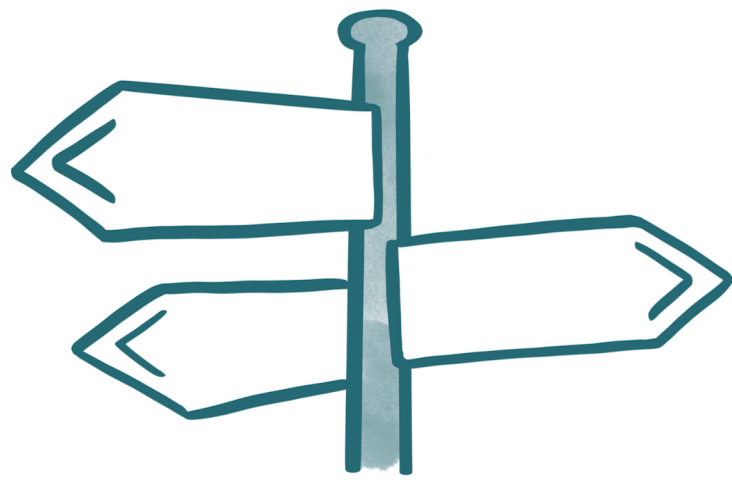
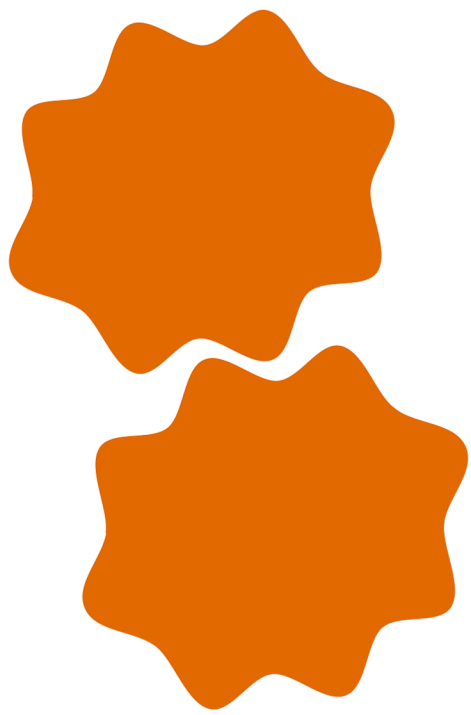
**Someone who encourages teamwork can:**

- Initiate more creativity & problem solving
- Give members a chance to improve their skills
- Give everyone an individual role to play
- Help improve communication and leadership

There's a lot more to teamwork than you might think! Why not do some of your own research and google it, watch some videos about 'effective teamwork'?



**SKILLS  
SUMMARY**



# DECISION MAKING

**Decision making** is choosing between two or more courses of action or between two or more solutions to a problem. Being a strong decision maker means that you can find relevant information and use good reasoning and common sense to make solid, confident choices while understanding the possible risks and consequences.

## **A good decision maker:**

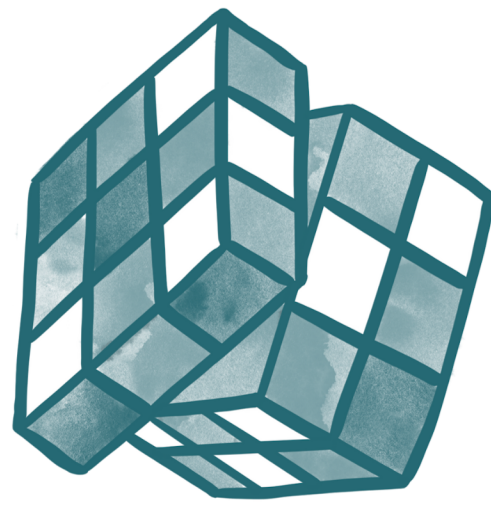
- Finds all the relevant information needed for a choice
- Uses good reasoning to make confident decisions
- Understands the consequences of their choices
- Can map out the impact of a decision

## Practice:

Think about something new that you would like to learn and map out the pros and cons of making time for this!



SKILLS  
SUMMARY



# PROBLEM SOLVING

When **problem solving** in work, school or our personal lives, there are a few steps to take: 1st is to figure out exactly what the problem is. Identifying & breaking down the problem and recognising other existing problems is key to finding a solution. Next step is getting all the facts and information about the problem, recording & organising these, and using them to come up with a solution.

## **A good problem solver:**

- Identifies and breaks down the problem
- Gets all the facts about the problem
- Avoids jumping to a quick fix
- Uses teamwork to come up with the best solution

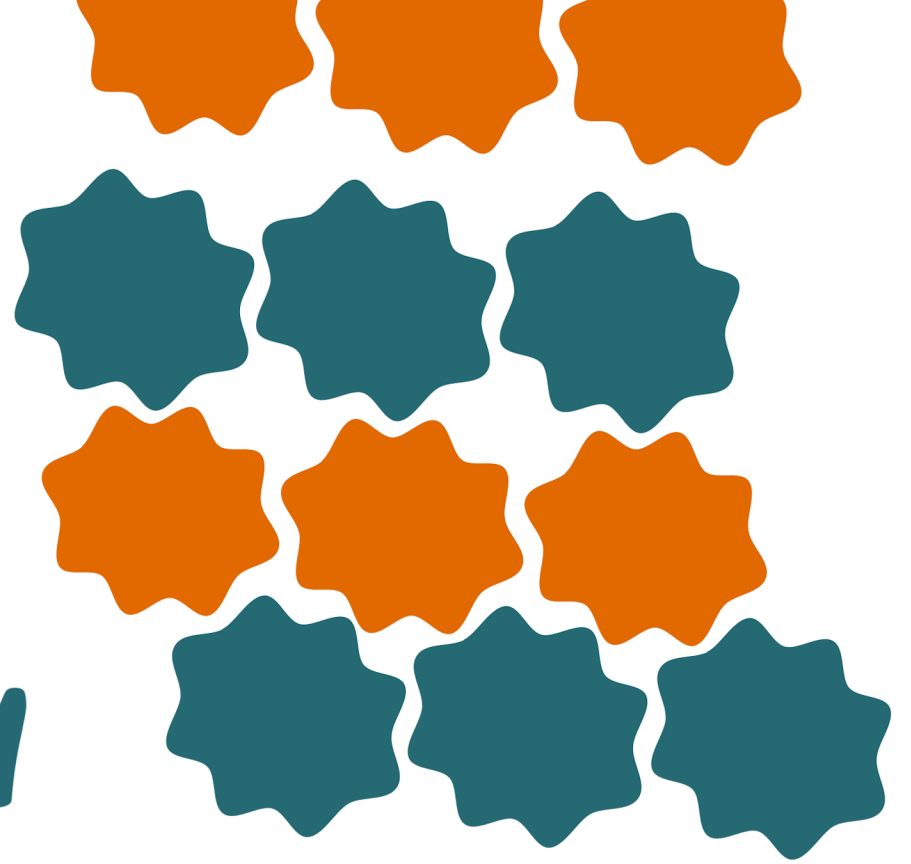
Test your skills with multiple-choice questions online!



**SKILLS  
SUMMARY**



# ORGANISATION *Skills*



**Organisation** means planning, managing and keeping track of your time, resources and activities. This could mean that you keep your photos, emails or music in labelled folders or that you understand how to manage your time, so that you hit deadlines.

## **Having good organisational skills involves:**

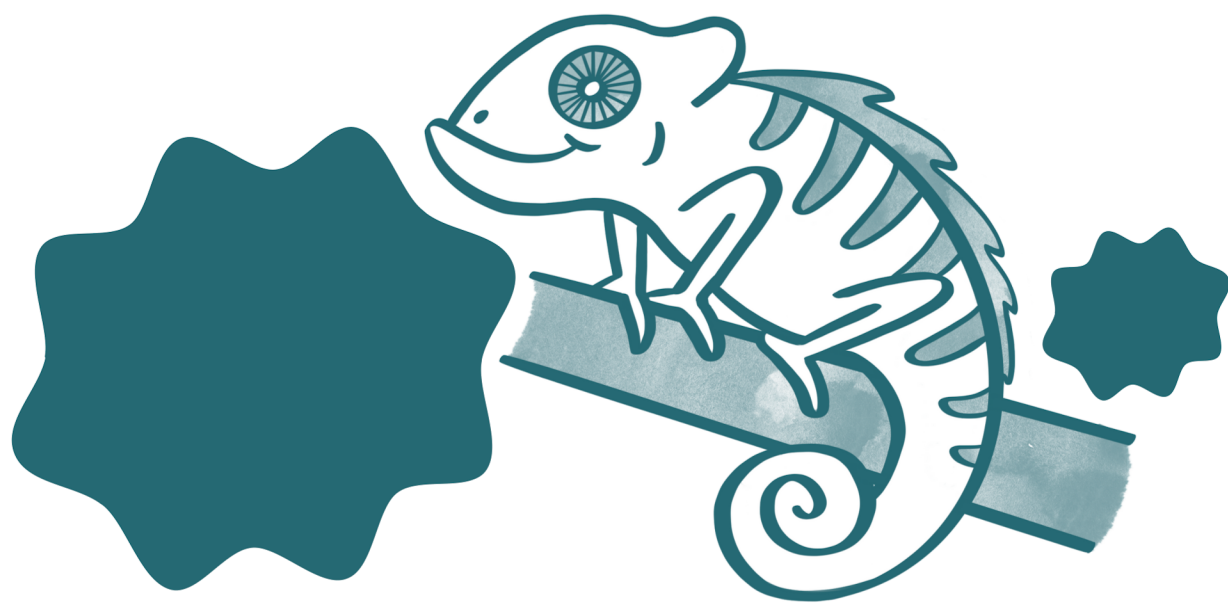
- Managing time, resources and activities well
- Keeping files tidy and labelled folders
- Allowing for flexibility in case of setbacks
- Sticking to deadlines



**SKILLS  
SUMMARY**

Practice:

Make a personal plan for a healthy activity you want to do for the next 2 weeks!



# ADAPTABILITY

**Adaptability** is being flexible when things change or faced with different people or situations. This can happen when you're working as part of a team or on your own. An adaptive person is open minded, takes on new ideas and opportunities and copes with uncertainty. They can also stay positive in difficult situations and accept that change can be challenging for everyone.

## **An adaptive person:**

- Is flexible when things change
- Is open-minded and takes on new ideas
- Copes well with uncertainty
- Stays positive in difficult scenarios



SKILLS  
SUMMARY





**Leadership** covers a big range of skills but at its core, it is about giving direction and providing a vision and motivation to others.

This means setting goals for your team or organisation and creating a positive environment. There're a lot of ways to do this: being approachable, supporting new ideas, trusting others & leading by example are all part of it.

**A good leader:**

- Gives direction and provides motivation to others
- Creates a positive environment
- Is approachable and supports new ideas
- Ensures their team understand

Reflect:

Think about a leader (sports coach, youth leader...) that you admire and make note of what it is that you admire about them.



**SKILLS  
SUMMARY**



# ENTREPRENEURSHIP

**Entrepreneurship** is not just starting or building up a business. It means being creative, thinking outside the box for new ideas and approaches and using them to solve problems and make our lives easier. Being an entrepreneur also means taking risks even when success is not guaranteed, as well as having an open mind to new and untested ideas.

## **A good entrepreneur:**

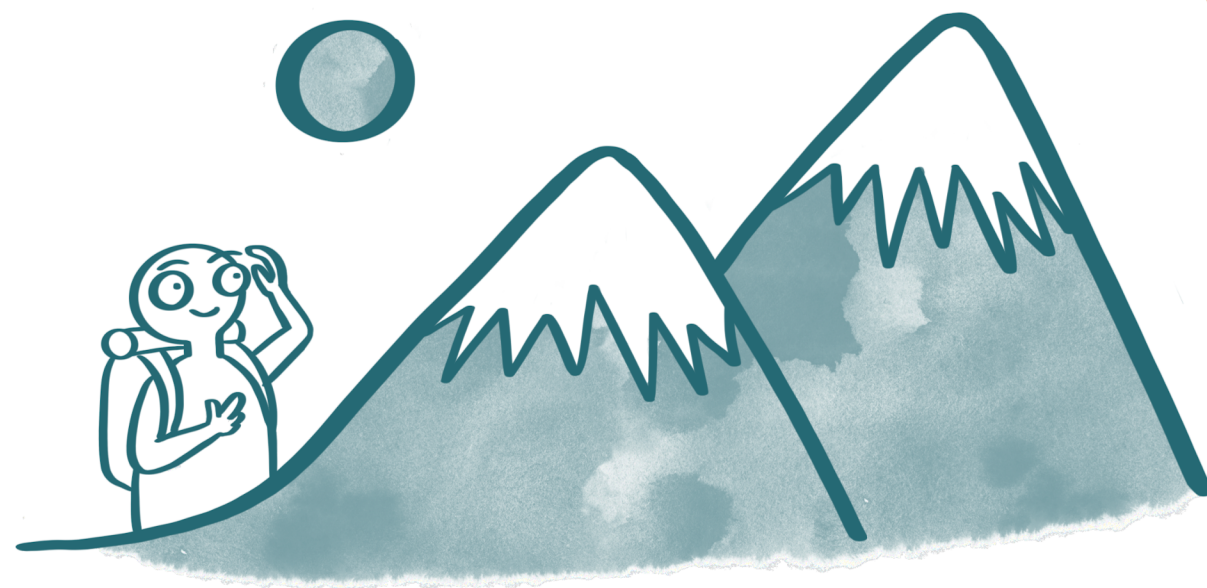
- Is creative and thinks outside the box
- Takes risks even when success isn't guaranteed
- Has an open mind to untested ideas
- Looks at problems in new ways



**SKILLS  
SUMMARY**

Dare:

Send a PDF of your Skills Summary with your next job application!



# DRIVE & RESILIENCE

A person who has **drive and resilience** is someone who has a lot of desire and ambition to do great work and achieve their goals. They have determination, lots of enthusiasm & a positive attitude. Someone with drive takes responsibility for their own work and takes on challenges even if they seem impossible at first. Having drive and resilience helps you work well under pressure, cope with stress & stay positive even when it's tough.

## **Someone with drive & resilience:**

- Has ambition and determination to achieve goals
- Takes on challenges, even if they seem hard
- Stays optimistic in difficult scenarios
- Learns from and accepts their mistakes

Give yourself some credit,  
you're doing **great!**



**SKILLS  
SUMMARY**



# ETHICS & INTEGRITY

Doing the right thing is not always easy or pleasant but a person who is **ethical and has integrity** is someone who tries to be honest and responsible, even when it's hard. People with strong morals will always work within their professional, legal and ethical guidelines and respect how things should be done. It means respecting other people and knowing that it's important to do the right thing.

## **Someone with ethics & integrity:**

- Always tries to be honest and responsible
- Works within professional and legal guidelines
- Doesn't take shortcuts
- Has respect for others



**SKILLS  
SUMMARY**

How do you show ethics & integrity in your behaviour?  
Write an example in your Skills Summary!



IT stands for **information and technology** and involves working with computers and the internet. But having good IT skills doesn't always mean being able to build a web site or write a computer code. It means being able to understand and use the right technology for a certain task or job.

**Someone with good IT skills:**

- Uses the right technology for a certain task
- Uses tech that others might not know about
- Can often fix technical solutions
- Is up to speed on new tech trends

What are some of the apps you use to make your day to day life easier?



**SKILLS  
SUMMARY**