

Skills Builder Skills

Essential Skills are highly transferable employability skills that help us to do any job anywhere. These skills support the application of technical skills and specialist knowledge.

COMMUNICATION



This skill is about receiving, retaining and processing information.

This skill is all about transmitting information or ideas.

CREATIVE PROBLEM SOLVING



This skill is about finding solutions to challenges.

Creativity involves using imagination and generating new ideas



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SELF MANAGEMENT



The skill of adapting is about overcoming challenges and setbacks to achieve goals.



This skill is about setting goals and designing routes to achieve them.

COLLABORATION



Leadership is about supporting, encouraging and motivating others to achieve a shared goal.



This skill is about working cooperatively with others to achieve a shared goal.



Essential Skills

Each of the 8 essential skills is broken down into a sequence of steps, starting with absolute beginner through to mastery. For further information on each step click the icon below.



Getting Started: Focusing, Recalling, Checking, Retelling
Intermediate: Recognising purpose, Note-taking, Active listening, Questioning
Advanced: Summarising, Recognising Tone, Identifying influence, Comparing views
Mastery: Analysing views, Investigating bias, Strategic questioning, Evaluating perspectives



Getting Started: Sharing clearly, Discussing together, Meeting others, Organising thoughts
Intermediate: Knowing the audience, Choosing language, Expressing self, Using facts
Advanced: Sharing visuals, Communicating sensitively, Speaking engagingly, Adaptive communicating
Mastery: Negotiating, Constructive communicating, Presenting, Inspiring others



Getting Started: Following instructions, Seeking support, Sharing problems, Finding information
Intermediate: Creating options, Analysing options, Evaluating options, Researching
Advanced: Exploring causation, Recognising patterns, Systems thinking, Logical reasoning
Mastery: Hypothesis testing, Strategic planning, Evaluating approaches, Continual learning



Getting Started: Imagining, Sharing imagination, Expressing imagination, Generating ideas
Intermediate: Suggesting improvements, Combing concepts, Identifying opportunities, Defining success
Advanced: Flexible thinking, Reflecting critically, Seeking perspectives, Prototyping
Mastery: Incubating ideas, Using curiosity, Facilitating creativity, Championing creativity

Essential Skills

Each of the 8 essential skills is broken down into a sequence of steps, starting with absolute beginner through to mastery. For further information on each step click the icon below.



Getting Started: Identifying emotions, Recognising emotions, Persisting, Managing reactions

Intermediate: Reflection learning, Supporting others, Encouraging others, Managing wellbeing

Advanced: Balancing workload, Improving performance, Practising resilience, Supporting resilience

Mastery: Adapting plans, Identifying risks, Managing risk, Being enterprising



Getting Started: Sensing difficulty, Identifying successes, Working carefully, Recognising strengths.

Intermediate: Facing challenges, Setting goals, Thinking ahead, Prioritising

Advanced: Resourcing, Involving other, Using skills, Target setting

Mastery: Seeking feedback, Project planning, Adaptive planning, Agile planning



Getting Started: Working together, Adjusting behaviour, Time keeping, Taking responsibility

Intermediate: Supporting others, Being accountable, Contributing, Valuing others

Advanced: Being inclusive, being diplomatic, Resolving conflicts, Networking

Mastery: Reflecting collectively, Learning collectively, Developing others, Improving culture



Getting Started: Understanding reactions, Sharing reactions, Recognising reactions, Organising tasks

Intermediate: Managing resources, Mentoring, Self-awareness, Evaluating other

Advanced: Allocating roles, Facilitating discussions, Managing disagreements, Coaching

Mastery: Motivating others, Emotional intelligence, Leading thoughtfully, Leading adaptively