

Working Skills – You’re the Boss

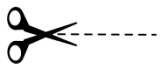
1. Colour the words in on the bottom of the sheet depending on what you think are good/bad qualities in an employee. Then cut the words out; sticking the good qualities on ‘The Boss’ on poster above & the bad qualities around the outside of ‘The Boss’. *Take a picture of this and send it in to us!*
2. Choose 3 x positive aspects that you stuck on ‘The Boss’ and explain a situation where you have used these qualities/skills.

E.g. Resilience – I kept trying even though I failed my maths test. I eventually passed.

a)

b)

c)



Greedy

Over Confident

Patient

Lazy

Friendly

Punctual

Helpful

Creative

Rude

Enthusiastic

Passionate

Bossy

Organised

Open Minded

Motivated

Impatient

Dishonest

Resilient

Stubborn

Good Communicator

Late

Selfish

Reliable

Team Player

Good Listener



THE BOSS



Working Skills – Top Skills

Research and write down what each skill in the boxes below mean. Then rate each skill from 1 – 10 in order of how important you think each one is. (1 being the most important and 10 being the least important).

Employability Skills	Rating
Negotiation Skills	
Numeracy	
Working to Deadlines	
Problem Solving	
Being Self-Motivated	
Being Organised	
Team Working	
Communication and Interpersonal Skills	
Valuing Diversity and Difference	
Ability to Learn and Adapt	



Working Skills – After Activity Questions

- Which skills/qualities from this session are you confident that you have?
- Which skills/qualities from this session do you think you could work on?
- What top three skills from the activity do you think are the most important in the world of work?
- What three characteristics from the activities would you not want an employee to have the most?

