**SOFT SKILLS TRAINING – HANDOUT#5A**

**TOPIC 5:** **Employability Skills | Personal Qualities**

* Employability skills are the essential skills, **personal qualities** and **values** that enable you to succeed and grow in any professional setting.
* These are also called 'enterprise skills', 'communication skills' or 'workplace skills.

**Individual Assignment**

The following table has nine “personal qualities” (traits). In the space provided, please do the following:

1. Write a definition for each “personal quality”
2. Write one example of this trait seen in a **personal space** (e.g. you see it at home, or when you are with your friends, etc)
3. Write one example of this trait demonstrated within a **professional space** (e.g. you see it at a place of work; at a workshop, in a training session, etc)

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Qualities (Traits)** | **Definition** | One example seen in **my PERSONAL SPACE** | One example seen **in a PROFESSIONAL SPACE** |
| 1. Disciplined |  |  |  |
| 1. Persistent |  |  |  |
| 1. Confidential |  |  |  |
| 1. Compassionate |  |  |  |
| 1. Flexible |  |  |  |
| 1. Patient |  |  |  |
| 1. Humble |  |  |  |
| 1. Honest |  |  |  |
| 1. Reliable |  |  |  |

**SOFT SKILLS TRAINING – HANDOUT#5B**

**TOPIC 5:** **Employability Skills | Personal Qualities**

* Employability skills are the essential skills, **personal qualities** and **values** that enable you to succeed and grow in any professional setting.
* These are also called 'enterprise skills', 'communication skills' or 'workplace skills.

**Individual Assignment**

**The scale below will be used in this assignment for Table 1 and Table 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **0 = not me at all** | **1 = a bit like me** | **2 = much like me** | **3 = exactly like me** |

1. Ask two persons (evaluators) who know you well and are not connected to each other to evaluate you on the personal qualities discussed.
2. **Write the definition for each trait in Table 1** so that your evaluators have the same information to work with (**you may use definitions you have from assignment 5A**).
3. **Using the given scale, ask your two evaluators to also give examples of you demonstrating** this trait. **Send them a copy of Table 1 ONLY** with the written definition of each trait (see Table 1 below)
4. **Write the definition of each trait and evaluate yourself using the same given scale and complete Table 2** (see Table 2 below)
5. After you get the evaluations from each person, collate this information in the table below (See Table 2)
6. **Based on the scores (all 3 scores) what you have learnt about yourself** with respect to these personal qualities.

**Table 1 – for Persons #1 & 2**

**Evaluation of My Personal Qualities**

**Scoring: Please use the following scores to evaluate me**

|  |  |  |  |
| --- | --- | --- | --- |
| **0 = not me at all** | **1 = a bit like me** | **2 = much like me** | **3 = exactly like me** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Qualities (Traits)** | **Definition** | **MY SCORE**  **One example of this trait I see in myself** | **EVALUATOR**  **Score:**  **One example of this trait you see in me:** |
| 1. I am disciplined |  | **(do not fill in this coloumn)** | **Score:**  **One example of this trait you see in me:** |
| 1. I am persistent |  |  | **Score:**  **One example of this trait you see in me:** |
| 1. I am confidential |  |  | **Score:**  **One example of this trait you see in me:** |
| 1. I am compassionate |  |  | **Score:**  **One example of this trait you see in me:** |
| 1. I am flexible |  |  | **Score:**  **One example of this trait you see in me:** |
| 1. I am patient |  |  | **Score:**  **One example of this trait you see in me:** |
| 1. I am humble |  |  | **Score:**  **One example of this trait you see in me:** |
| 1. I am honest |  |  | **Score:**  **One example of this trait you see in me:** |
| 1. I am reliable |  |  | **Score:**  **One example of this trait you see in me:** |

**Table 2 – For Yourself**

**Evaluation of My Personal Qualities**

**Scoring: Please use the following scores to evaluate me**

|  |  |  |  |
| --- | --- | --- | --- |
| **0 = not me at all** | **1 = a bit like me** | **2 = much like me** | **3 = exactly like me** |

**Place your evaluation and the evaluations you received from the two persons in this table.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personal Qualities (Traits)** | **Definition** | **MY SCORE**  **One example of this trait I see in myself** | **PERSON #1**  **Score**  **One example of this trait they see in me** | **PERSON #2**  **Score**  **One example of this trait they see in me** |
| 1. I am disciplined |  | **MY score:**  **One example:** | **Score:**  **One example:** | **Score:**  **One example:** |
| 1. I am persistent |  | **MY score:**  **One example:** | **Score:**  **One example:** | **Score:**  **One example:** |
| 1. I am confidential |  | **MY score:**  **One example:** | **Score:**  **One example:** | **Score:**  **One example:** |
| 1. I am compassionate |  | **MY score:**  **One example:** | **Score:**  **One example:** | **Score:**  **One example:** |
| 1. I am flexible |  | **MY score:**  **One example:** | **Score:**  **One example:** | **Score:**  **One example:** |
| 1. I am patient |  | **MY score:**  **One example:** | **Score:**  **One example:** | **Score:**  **One example:** |
| 1. I am humble |  | **MY score:**  **One example:** | **Score:**  **One example:** | **Score:**  **One example:** |
| 1. I am honest |  | **MY score:**  **One example:** | **Score:**  **One example:** | **Score:**  **One example:** |
| 1. I am reliable |  | **MY score:**  **One example:** | **Score:**  **One example:** | **Score:**  **One example:** |

**Remember to answer this question:**

**6. Based on the scores (all 3 scores) what you have learnt about yourself** with respect to these personal qualities.