

## EMPLOYABILITY SKILLS

UNIT CODE: CON/CU/BUT/BC/04/5

UNIT DURATION: 60 HOURS

### Relationship to Occupational Standards

This unit addresses the Unit of Competency: Apply Employability Skills

### Unit Description

This unit covers competencies required to apply employability skills. It involves conducting self-management, demonstrating interpersonal communication, critical safe work habits, leading a workplace team, planning and organizing work, maintaining professional growth and development, demonstrating workplace learning, problem solving skills and managing ethical performance.

### Summary of Learning Outcomes

1. To conduct self-management
2. To apply critical safe work habits
3. To Apply leadership skills in workplace
4. To Plan and organize workplace activities.
5. To maintain professional growth and development
6. To apply learning, creativity and innovativeness in the workplace

### Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Conduct self-management	<ul style="list-style-type: none"><li>• Self-awareness</li><li>• Formulating personal vision, mission and goals</li><li>• Strategies for overcoming life challenges</li><li>• Managing emotions</li><li>• Emotional intelligence</li><li>• Assertiveness versus aggressiveness</li><li>• Expressing personal thoughts, feelings and beliefs</li><li>• Developing and maintaining</li></ul>	<ul style="list-style-type: none"><li>• Written tests</li><li>• Oral questioning</li><li>• Interviewing</li><li>• Portfolio of evidence</li><li>• Third party report</li></ul>

	<p>high self-esteem</p> <ul style="list-style-type: none"> <li>• Developing and maintaining positive self-image</li> <li>• Setting performance targets</li> <li>• Monitoring and evaluating performance</li> <li>• Articulating ideas and aspirations</li> <li>• Accountability and responsibility</li> <li>• Good work habits</li> <li>• Self-awareness</li> <li>• Values and beliefs</li> <li>• Self-development</li> <li>• Financial literacy</li> <li>• Healthy lifestyle practices</li> <li>• Adopting safety practices</li> </ul>	
2. Applying critical safe work habits in the workplace.	<ul style="list-style-type: none"> <li>• Stress and stress management</li> <li>• Time concept</li> <li>• Punctuality and time consciousness</li> <li>• Leisure</li> <li>• Integrating personal objectives into organizational objectives</li> <li>• Resources mobilization</li> <li>• Resources utilization</li> <li>• Setting work priorities</li> <li>• Developing healthy relationships</li> <li>• HIV and AIDS</li> <li>• Drug and substance abuse</li> <li>• Managing emerging issues</li> </ul>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Oral questioning</li> <li>• Interviewing</li> <li>• Portfolio of evidence</li> <li>• Third party report</li> </ul>
3. Applying leadership skills in workplace	<ul style="list-style-type: none"> <li>• Leadership qualities</li> <li>• Power and authority</li> <li>• Team building</li> <li>• Determination of team roles and objectives</li> <li>• Team parameters and</li> </ul>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Oral questioning</li> <li>• Interviewing</li> <li>• Portfolio of evidence</li> <li>• Third party report</li> </ul>

	<p>relationships</p> <ul style="list-style-type: none"> <li>• Individual responsibilities in a team</li> <li>• Forms of communication</li> <li>• Complementing team activities</li> <li>• Gender and gender mainstreaming</li> <li>• Human rights</li> <li>• Developing healthy relationships</li> <li>• Maintaining relationships</li> <li>• Conflicts and conflict resolution</li> <li>• Coaching and mentoring skills</li> </ul>	
<p>4. Planning and organizing workplace activities.</p>	<ul style="list-style-type: none"> <li>• Functions of management</li> <li>• Planning</li> <li>• Organizing</li> <li>• Time management</li> <li>• Decision making concept</li> <li>• Task allocation</li> <li>• Developing work plans</li> <li>• Developing work goals/objectives and deliverables</li> <li>• Monitoring work activities</li> <li>• Evaluating work activities</li> <li>• Resource mobilization</li> <li>• Resource allocation</li> <li>• Resource utilization</li> <li>• Proactive planning</li> <li>• Risk evaluation</li> <li>• Problem solving</li> <li>• Collecting, analysing and organising information</li> <li>• Negotiation</li> </ul>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Oral questioning</li> <li>• Interviewing</li> <li>• Portfolio of evidence</li> <li>• Third party report</li> </ul>

<p>5.Maintaining professional growth and development</p>	<ul style="list-style-type: none"> <li>• Avenues for professional growth</li> <li>• Training and career opportunities</li> <li>• Assessing training needs</li> <li>• Mobilizing training resources</li> <li>• Licenses and certifications for professional growth and development</li> <li>• Pursuing personal and organizational goals</li> <li>• Managing work priorities and commitments</li> <li>• Recognizing career advancement</li> </ul>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Oral questioning</li> <li>• Interviewing</li> <li>• Portfolio of evidence</li> <li>• Third party report</li> </ul>
<p>5.Applying workplace learning</p>	<ul style="list-style-type: none"> <li>• Managing own learning</li> <li>• Mentoring</li> <li>• Coaching</li> <li>• Contributing to the learning community at the workplace</li> <li>• Cultural aspects of work</li> <li>• Networking</li> <li>• Variety of learning context</li> <li>• Application of learning</li> <li>• Safe use of technology</li> <li>• Taking initiative/proactivity</li> <li>• Flexibility</li> <li>• Identifying opportunities</li> <li>• Generating new ideas</li> <li>• Workplace innovation</li> <li>• Performance improvement</li> <li>• Managing emerging issues</li> <li>• Future trends and concerns in learning</li> </ul>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Oral questioning</li> <li>• Interviewing</li> <li>• Portfolio of evidence</li> <li>• Third party report</li> </ul>
<p>6.Apply learning, creativity and innovativeness in the workplace</p>	<ul style="list-style-type: none"> <li>• Meaning of ethics</li> <li>• Ethical perspectives</li> <li>• Principles of ethics</li> <li>• Ethical standards</li> <li>• Organization code of ethics</li> </ul>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Oral questioning</li> <li>• Interviewing</li> <li>• Portfolio of evidence</li> <li>• Third party report</li> </ul>

	<ul style="list-style-type: none"> <li>• Common ethical dilemmas</li> <li>• Organization culture</li> <li>• Corruption, bribery and conflict of interest</li> <li>• Privacy and data protection</li> <li>• Diversity, harassment and mutual respect</li> <li>• Financial responsibility/accountability</li> <li>• Etiquette</li> <li>• Personal and professional integrity</li> <li>• Commitment to jurisdictional laws</li> <li>• Emerging issues in ethics</li> </ul>	
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### Suggested Methods of Instruction

- Demonstrations
- Simulation/Role play
- Group Discussion
- Presentations
- Assignments
- Q&A

### Recommended Resources for 25 Trainees

General Resources	Tools and Equipment	Materials and Supplies
<ul style="list-style-type: none"> <li>• class room</li> <li>• Writing boards</li> </ul>	<ul style="list-style-type: none"> <li>• 25 Computers</li> <li>• 25 sets of Stationery</li> <li>• 10 flip Charts</li> <li>• Various Video clips relevant to content</li> <li>• 25 Audio tapes</li> <li>• 1 Radio sets</li> <li>• 1 TV sets</li> <li>• Tools and Equipment</li> <li>• 1 LCD projectors</li> </ul>	<ul style="list-style-type: none"> <li>• Newspapers (old and new) based on need</li> <li>• Journals (old and current) based on need</li> </ul>