

EMPLOYABILITY SKILLS

UNIT CODE: ENG/CU/EIT/BC/04/6/A

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Demonstrate employability skills

Duration of Unit: 80 hours

Unit Description

This unit covers competencies required to demonstrate employability skills. It involves competencies for exuding self-awareness and ability to deal with everyday life challenges; demonstrating critical safe work habits and leading a workplace team; planning and organizing work activities; applying learning, creativity and innovativeness in workplace functions; pursuing professional growth and managing time effectively in the workplace.

Summary of Learning Outcomes

1. Develop self-awareness and ability to deal with life challenges
2. Demonstrate critical safe work habits for employees
3. Lead a workplace team
4. Plan and organize work
5. Maintain professional growth and development in the workplace.
6. Demonstrate learning, creativity and innovativeness in the workplace.

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Develop self-awareness and ability to deal with life challenges	<ul style="list-style-type: none"><input type="checkbox"/> Self-awareness<input type="checkbox"/> Formulating personal vision, mission and goals<input type="checkbox"/> Strategies for overcoming life challenges<input type="checkbox"/> Managing emotions<input type="checkbox"/> Emotional intelligence<input type="checkbox"/> Asserting one-self<input type="checkbox"/> Assertiveness versus aggressiveness<input type="checkbox"/> Expressing personal thoughts, feelings and beliefs<input type="checkbox"/> Self esteem<input type="checkbox"/> Developing and maintaining high self-esteem	<ul style="list-style-type: none"><input type="checkbox"/> Observation<input type="checkbox"/> Written<input type="checkbox"/> Oral interview<input type="checkbox"/> Third party report

	<ul style="list-style-type: none"> <input type="checkbox"/> Developing and maintaining positive self-image <input type="checkbox"/> Sharing personal feelings <input type="checkbox"/> Setting performance targets <input type="checkbox"/> Monitoring and evaluating performance <input type="checkbox"/> Articulating ideas and aspirations <input type="checkbox"/> Accountability and responsibility 	
2. Demonstrate critical safe work habits for employees	<ul style="list-style-type: none"> <input type="checkbox"/> Stress and stress management <input type="checkbox"/> Time concept <input type="checkbox"/> Punctuality and time consciousness <input type="checkbox"/> Leisure <input type="checkbox"/> Integrating personal objectives into organizational objectives <input type="checkbox"/> Resources mobilization <input type="checkbox"/> Resources utilization <input type="checkbox"/> Setting work priorities <input type="checkbox"/> Developing healthy relationships <input type="checkbox"/> HIV and AIDS <input type="checkbox"/> Drug and substance abuse <input type="checkbox"/> Dealing with emerging issues 	<ul style="list-style-type: none"> <input type="checkbox"/> Observation <input type="checkbox"/> Written <input type="checkbox"/> Oral interview <input type="checkbox"/> Third party report
3. Lead a workplace team	<ul style="list-style-type: none"> <input type="checkbox"/> Leadership <input type="checkbox"/> Influence <input type="checkbox"/> Team building <input type="checkbox"/> Determination of team roles and objectives <input type="checkbox"/> Team parameters and relationships <input type="checkbox"/> Individual responsibilities in a team <input type="checkbox"/> Forms of communication <input type="checkbox"/> Business communication <input type="checkbox"/> Complementing team activities <input type="checkbox"/> Gender and gender mainstreaming <input type="checkbox"/> Human rights protocols <input type="checkbox"/> Developing healthy relationships <input type="checkbox"/> Maintaining relationships <input type="checkbox"/> Conflicts and conflict resolution 	<ul style="list-style-type: none"> <input type="checkbox"/> Observation <input type="checkbox"/> Oral interview <input type="checkbox"/> Written <input type="checkbox"/> Third party report
4. Plan and organize work	<ul style="list-style-type: none"> <input type="checkbox"/> Planning <input type="checkbox"/> Organizing <input type="checkbox"/> Schedules of activities <input type="checkbox"/> Developing work plans <input type="checkbox"/> Developing work goals/objectives 	<ul style="list-style-type: none"> <input type="checkbox"/> Observation <input type="checkbox"/> Oral interview <input type="checkbox"/> Written <input type="checkbox"/> Third party report

	<p>and deliverables</p> <ul style="list-style-type: none"> <input type="checkbox"/> Monitoring work activities <input type="checkbox"/> Evaluating work activities <input type="checkbox"/> Resource mobilization <input type="checkbox"/> Resource allocation <input type="checkbox"/> Resource utilization <input type="checkbox"/> Decision making <input type="checkbox"/> Problem solving <input type="checkbox"/> Negotiation 	
5. Maintain professional growth and development in the workplace	<ul style="list-style-type: none"> <input type="checkbox"/> Avenues for professional growth <input type="checkbox"/> Training and career opportunities <input type="checkbox"/> Assessing training needs <input type="checkbox"/> Mobilizing training resources <input type="checkbox"/> Licenses and certifications for professional growth and development <input type="checkbox"/> Pursuing personal and organizational goals <input type="checkbox"/> Managing work priorities and commitments <input type="checkbox"/> Recognizing career advancement 	<ul style="list-style-type: none"> <input type="checkbox"/> Observation <input type="checkbox"/> Oral interview <input type="checkbox"/> Written <input type="checkbox"/> Third party report
6. Demonstrate learning, creativity and innovativeness in the workplace	<ul style="list-style-type: none"> <input type="checkbox"/> Managing own learning <input type="checkbox"/> Mentoring <input type="checkbox"/> Coaching <input type="checkbox"/> Networking <input type="checkbox"/> Variety of learning context <input type="checkbox"/> Application of learning <input type="checkbox"/> Safe use of technology <input type="checkbox"/> Taking initiative/proactive <input type="checkbox"/> Flexibility <input type="checkbox"/> Identifying opportunities <input type="checkbox"/> Generating new ideas <input type="checkbox"/> Workplace innovation <input type="checkbox"/> Performance improvement 	<ul style="list-style-type: none"> <input type="checkbox"/> Observation <input type="checkbox"/> Oral interview <input type="checkbox"/> Written <input type="checkbox"/> Third party report

Suggested Methods of Instruction

- Instructor lead facilitation of theory
- Demonstrations
- Simulation/Role play
- Group Discussion

- Presentations
- Projects
- Case studies
- Assignments

Recommended Resources

- Computers
- Stationery
- Charts
- Video clips
- Audio tapes
- Radio sets
- TV sets
- LCD projectors

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