

EMPLOYABILITY SKILLS

UNIT CODE: IT/CU/ICT/BC/5/6

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">• Self-awareness• Formulating personal vision, mission and goals• Strategies for overcoming life challenges• Managing emotions• Emotional intelligence• Asserting one-self• Assertiveness versus aggressiveness	<ul style="list-style-type: none">• Observation• Written• Oral interview• Third party report

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

	<ul style="list-style-type: none"> • Developing healthy relationships • Maintaining relationships • Conflicts and conflict resolution 	
4. Plan and organize work	<ul style="list-style-type: none"> • Planning • Organizing • Schedules of activities • Developing work plans • Developing work goals/objectives and deliverables • Monitoring work activities • Evaluating work activities • Resource mobilization • Resource allocation • Resource utilization • Decision making • Problem solving • Negotiation 	<ul style="list-style-type: none"> • Observation • Oral interview • Written • Third party report
5. Maintain professional growth and development in the workplace	<ul style="list-style-type: none"> • Avenues for professional growth • Training and career opportunities • Assessing training needs • Mobilizing training resources • Licenses and certifications for professional growth and development • Pursuing personal and organizational goals • Managing work priorities and commitments • Recognizing career advancement 	<ul style="list-style-type: none"> • Observation • Oral interview • Written • Third party report
6. Demonstrate learning, creativity and innovativeness in the workplace	<ul style="list-style-type: none"> • Managing own learning • Mentoring • Coaching • Networking • Variety of learning context • Application of learning • Safe use of technology • Taking initiative/proactivity • Flexibility 	<ul style="list-style-type: none"> • Observation • Oral interview • Written • Third party report

	<ul style="list-style-type: none"> • Identifying opportunities • Generating new ideas • Workplace innovation • Performance improvement 	
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Suggested Methods of Delivery

- 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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