

EMPLOYABILITY SKILLS

UNIT CODE: LSM/CU/LM/BC/05/6/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 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. Conduct self-management
2. Demonstrate interpersonal communication
3. Demonstrate critical safe work habits
4. Lead a workplace team
5. Plan and organize work
6. Maintain professional growth and development
7. Demonstrate workplace learning
8. Demonstrate problem solving skills
9. Manage ethical performance

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Conduct self-management	<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"/> Assertiveness versus aggressiveness<input type="checkbox"/> Expressing personal thoughts, feelings and beliefs	<ul style="list-style-type: none">• Observation• Written• Oral interview• Third party report

	<ul style="list-style-type: none"> • Developing and maintaining high self-esteem • Developing and maintaining positive self-image <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 <input type="checkbox"/> Good work habits <input type="checkbox"/> Self-awareness <input type="checkbox"/> Values and beliefs <input type="checkbox"/> Self-development <input type="checkbox"/> Financial literacy <input type="checkbox"/> Healthy lifestyle practices <input type="checkbox"/> Adopting safety practices 	
2. Demonstrate interpersonal communication	<ul style="list-style-type: none"> <input type="checkbox"/> Meaning of interpersonal communication <input type="checkbox"/> Listening skills <input type="checkbox"/> Types of audience <input type="checkbox"/> Public speaking <input type="checkbox"/> Writing skills <input type="checkbox"/> Negotiation skills <input type="checkbox"/> Reading skills <input type="checkbox"/> Meaning of empathy <input type="checkbox"/> Understanding customers' needs <input type="checkbox"/> Establishing communication networks <input type="checkbox"/> Assertiveness <input type="checkbox"/> Sharing information 	<ul style="list-style-type: none"> •
3. Demonstrate critical safe work habits	<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 	<ul style="list-style-type: none"> • Observation • Written • Oral interview • Third party report

	<ul style="list-style-type: none"> <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"/> Managing emerging issues 	
4. Lead a workplace team	<ul style="list-style-type: none"> <input type="checkbox"/> Leadership qualities <input type="checkbox"/> Power and authority <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"/> Complementing team activities <input type="checkbox"/> Gender and gender mainstreaming <input type="checkbox"/> Human rights <input type="checkbox"/> Developing healthy relationships <input type="checkbox"/> Maintaining relationships <input type="checkbox"/> Conflicts and conflict resolution <input type="checkbox"/> Coaching and mentoring skills 	<ul style="list-style-type: none"> • Observation • Oral interview • Written • Third party report
5. Plan and organize work	<ul style="list-style-type: none"> <input type="checkbox"/> Functions of management <ul style="list-style-type: none"> ✓ Planning ✓ Organizing <input type="checkbox"/> Time management <input type="checkbox"/> Decision making concept <input type="checkbox"/> Task allocation <input type="checkbox"/> Developing work plans 	<ul style="list-style-type: none"> • Observation • Oral interview • Written • Third party report

	<input type="checkbox"/> Developing work goals/objectives and deliverables <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"/> Proactive planning <input type="checkbox"/> Risk evaluation <input type="checkbox"/> Problem solving <input type="checkbox"/> Collecting, analysing and organising information <input type="checkbox"/> Negotiation	
6. Maintain professional growth and development	<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"> • Observation • Oral interview • Written • Third party report
7. Demonstrate workplace learning	<input type="checkbox"/> Managing own learning <input type="checkbox"/> Mentoring <input type="checkbox"/> Coaching <input type="checkbox"/> Contributing to the learning community at the workplace <input type="checkbox"/> Cultural aspects of work <input type="checkbox"/> Networking <input type="checkbox"/> Variety of learning context <input type="checkbox"/> Application of learning	<ul style="list-style-type: none"> • Observation • Oral interview • Written • Third party report

	<input type="checkbox"/> Safe use of technology <input type="checkbox"/> Taking initiative/proactivity <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 <input type="checkbox"/> Managing emerging issues <input type="checkbox"/> Future trends and concerns in learning	
8. Demonstrate problem solving skills	<input type="checkbox"/> Critical thinking process <input type="checkbox"/> Data analysis tools <input type="checkbox"/> Decision making <input type="checkbox"/> Creative thinking <input type="checkbox"/> Development of creative, innovative and practical solutions <input type="checkbox"/> Independence in identifying and solving problems <input type="checkbox"/> Solving problems in teams <input type="checkbox"/> Application of problem-solving strategies <input type="checkbox"/> Testing assumptions <input type="checkbox"/> Resolving customer concerns	<ul style="list-style-type: none"> • Observation • Oral interview • Written • Third party report
9. Manage ethical performance	<input type="checkbox"/> Meaning of ethics <input type="checkbox"/> Ethical perspectives <input type="checkbox"/> Principles of ethics <input type="checkbox"/> Ethical standards <input type="checkbox"/> Organization code of ethics <input type="checkbox"/> Common ethical dilemmas <input type="checkbox"/> Organization culture <input type="checkbox"/> Corruption, bribery and conflict of interest <input type="checkbox"/> Privacy and data protection <input type="checkbox"/> Diversity, harassment and mutual respect <input type="checkbox"/> Financial responsibility/accountability	<ul style="list-style-type: none"> • Observation • Oral interview • Written • Third party report

	<input type="checkbox"/> Etiquette <input type="checkbox"/> Personal and professional integrity <input type="checkbox"/> Commitment to jurisdictional laws <input type="checkbox"/> Emerging issues in ethics	
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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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