

1. Technical and personal skills

Australian blueprint for career development

Career Management Competency											
1	2	3	4	5	6	7	8	9	10	11	12

Learning intention

Students will be able to:

- identify their own innate abilities and personal skills
- explain the difference between personal and technical skills and state how they may be of value to future employers.

Success criteria

Students can:

- identify a range of personal skills
- make their own list of personal skills and understand that they can seek out opportunities to develop them further
- explain the difference between personal and technical skills.

Resources

- Worksheet – Personal skills

Classroom organisation

- Whole class
- Individual

Preparation

Print Personal skills worksheet for each student.

Activity 1

- Guide students to develop an accurate understanding of the difference between personal skills and technical skills.
 - The main difference between the two types of skills is that **technical skills** can be seen and measured. They are job specific. These are skills and knowledge that a nurse, engineer, doctor, mechanic, aged care worker, barista, for example, need to learn/practise to perform their job effectively and safely. You will develop a specific set of technical skills required for a job through training, experience, practice, and learning.
 - **Personal skills** are intangible, and not as easy to see or measure. These personal skills enhance our interactions with others in the workplace. They are how we work and relate with others. Having strong personal skills means a person can communicate clearly and effectively and include having a positive attitude, good time management, being reliable, motivated, and being able to problem solve to complete tasks. Personal skills are hard to teach so many employers look for people who can demonstrate that they already have them. Employers won't generally ask what your personal skills are. They will instead present a work situation to you and ask how you might behave and act in such a situation to try to gauge your skills.
- Students write a description of both personal and technical skills on the back of their worksheets.
- As a class, explore the career paths of people familiar to students such as family, community members, well known and successful Australians. Identify and discuss examples of how these people would need to use both personal and technical skills to perform successfully in their work.
- Students draw a T chart on the back of their worksheet, listing personal skills on one side and technical skills on the other.
- As a class, identify and list a range of personal skills.

Examples:

- work ethic
 - motivating and leading other people
 - teamwork
 - positive attitude
 - time management
 - critical thinking skills
 - planning and organising
 - problem solving
 - creativity – music, art, photography, computer, drama, making things
 - ability to manage your emotions and to recognise those of others.
- As a class, identify a list of simple technical skills across a range of common jobs.

Activity 2

- Using the T chart from Activity 1, students reflect on their own personal and technical skills and add if required to the lists. Guide the reflection with questions such as:
 - what are you doing when you feel the happiest?
 - when you get praise or compliments what types of things are they generally for? (Consider achievements, actions, behaviour)
 - what tasks are you doing when you feel the most competent?
 - which school activities do you have the most success in?
- Students use the lists and circle or highlight their personal and technical skills.
- Students brainstorm how they might further develop their personal skills before they enter the workforce and consider opportunities where skills might be developed.

Reflection

Students complete the worksheet.

Worksheet: Personal skills

Personal skills can be developed. Use the organiser below to:

1. Identify 4 personal skills that you would like to develop further
2. Consider opportunities/activities where you could develop these personal skills.
Enter them into the remaining bubbles.

