

Using the My World of Work Skills Explorer tool Worksheet

Learning outcomes

This activity will help you to:

- ★ access information about skills on My World of Work
- ★ access the Skills Explorer tool and record your skills on My World of Work
- ★ understand how skills relate to career options

Activity

Introduction

This activity will help you to identify and reflect on your skills. Skills are things you will learn at school, home, leisure activities and through work experience.

Using the Skills Explorer tool will give you an understanding of what your skills are. You can also explore the link between skills and career options.

Activity on next page...

Instructions



Before you start

- ★ Make sure you have set up an account on My World of Work, www.myworldofwork.co.uk and sign in
- ★ If you do not have an account, click 'register' at the top right-hand side of the homepage. If you need help to do this, watch this [video](#) on how to register



Skills activity

- ★ Select 'My career options' at the top of the page, click 'Go to section' and then click on [What are My Skills?](#)
- ★ Read through the article which will explain what skills are and why they are important
- ★ Once you have done that, click 'Try our Skills Explorer tool'
- ★ You can use the 'Skills Explorer user guide' below to help you
- ★ Read through the list of skills and select the skills you think you have
- ★ The worksheet below provides an overview of all the skills. You can use this to work through your top skills
- ★ You can select up to 10 skills and there are definitions and examples to help you



Research jobs related to your skills

- ★ Once you have selected your skills click on 'View your career suggestions'. Bookmark anything you find interesting
- ★ Are the career results what you expected? If not, don't worry!
- ★ If you want to search for other job profiles, use the [I have a career in mind](#) tab to see what skills link to these jobs
- ★ You will see the relevant skills you have as well as skills you could work on
- ★ You can review and amend your skills list at any time

Activity on next page...



Top Tips

- ★ Remember you can develop skills anywhere
- ★ Think about a task you have done recently. What skills do you think you used?

Next

You are always developing skills.

You can continue to review your skills and update the Skills Explorer to reflect this.

Activity on next page...

Category	Skill	Possess	Top Skill
Feeling	Empathising		
	Respecting		
	Social conscience		
Sense Making	Analysing		
	Recalling		
	Understanding		
Adapting	Adaptability		
	Persevering		
	Positive attitude		
	Reflecting		
	Resilience		
Integrity	Ethical		
	Reliable		
	Self-awareness		
Leading	Coaching		
	Delegating		
	Making decisions		
	Mentoring		
	Motivating others		
	Negotiating		
	Taking responsibility		
Focussing	Attention to detail		
	Concentrating		
	Filtering		
	Sorting		

Category	Skill	Possess	Top Skill
Critical Thinking	Evaluating		
	Problem solving		
	Working with numbers		
Curiosity	Observation		
	Questioning		
	Researching		
Communicating	Listening		
	Reading		
	Verbal communication		
	Working with technology		
	Written communication		
Integrity	Building relationships		
	Compromising		
	Cooperating		
	Mediating		
	Networking		
	Supporting		
Initiative	Developing a plan		
	Implementing ideas		
	Managing resources		
	Risk taking		
	Self esteem		
	Taking initiative		
	Time management		
Creativity	Creative		
	Designing		
	Innovative		
	Resourceful		

Using the My World of Work Skills Explorer user guide

Skills Explorer

- ★ The Skills Explorer tool on My World of Work lets you find out more about the jobs that might suit you based on your skills
- ★ You can access the Skills Explorer tool through the “My career options” section or your account
- ★ To use the Skills Explorer tool, make sure you are signed into My World of Work
- ★ **Note:** the pictures in this guide show what My World of Work looks like on a computer screen. If you use a mobile device, for example your phone or a tablet, My World of Work will look different and things may be in different places on your screen

1. Click on the “Use the Skills Explorer tool” button on the introductory page to start. This option will be “Use the Skills Explorer again” if you have already used the tool

Explore career options with our Skills Explorer tool

Skills are things you learn through work, study or play.

Designing, building relationships, listening, motivating others and developing a plan are all examples of skills you might have.

Using our Skills Explorer tool will give you an understanding of what yours are.

This will help you decide which job you want and what to include in job applications to showcase the skills you have to offer.



[Use the Skills Explorer tool](#)

Click to use Skills Explorer

Activity on next page...

You will be asked to pick up to 10 skills in total, across 12 sections.

2. Pick the skills you feel are your strongest
3. To see the skills in each section, click on the down-arrow to the right

Pick your skills

Look over the skills and examples from the categories below. Select up to 10 to see your career suggestions.

Curiosity ▼

You haven't selected any curiosity skills.

Initiative ▼

You haven't selected any initiative skills.

Click to see skills in this section

★ You can see a description and examples of each skill in the section

4. Click "Add skill" to select your skills

Initiative ▲

You haven't selected any initiative skills.

Developing a plan Add skill

Thinking ahead to organise work to achieve a specific goal.

Examples

- Deciding on the goals you want to meet and what needs to be done to meet them.
- Making an itinerary for your holiday, so that you know the activities you want to do and when you'll do them.

Implementing ideas Add skill

Successfully putting a decision or plan in place.

Examples

- Thinking of an idea and making it happen.
- Looking at the actions from a meeting and putting them into practice in your work.

Description of skill

Examples of using this skill

Click "Add skill" to select your skills

Activity on next page...

- Each skill you select will appear under the section heading and will be added to the total at the bottom of the page
- You can clear your selection and start again. Or you can review your skills (after selecting between 5 and 10) using the buttons at the bottom right

Selected skill

Number of skills selected

Clear skills selected to start again, or review your skills

Initiative

Skills you have selected

Developing a plan ✕

Developing a plan Remove skill

Thinking ahead to organise work to achieve a specific goal.

Examples

- Deciding on the goals you want to meet and what needs to be done to meet them.
- Making an itinerary for your holiday, so that you know the activities you want to do and when you'll do them.

Implementing ideas Add skill

Successfully putting a decision or plan in place.

Examples

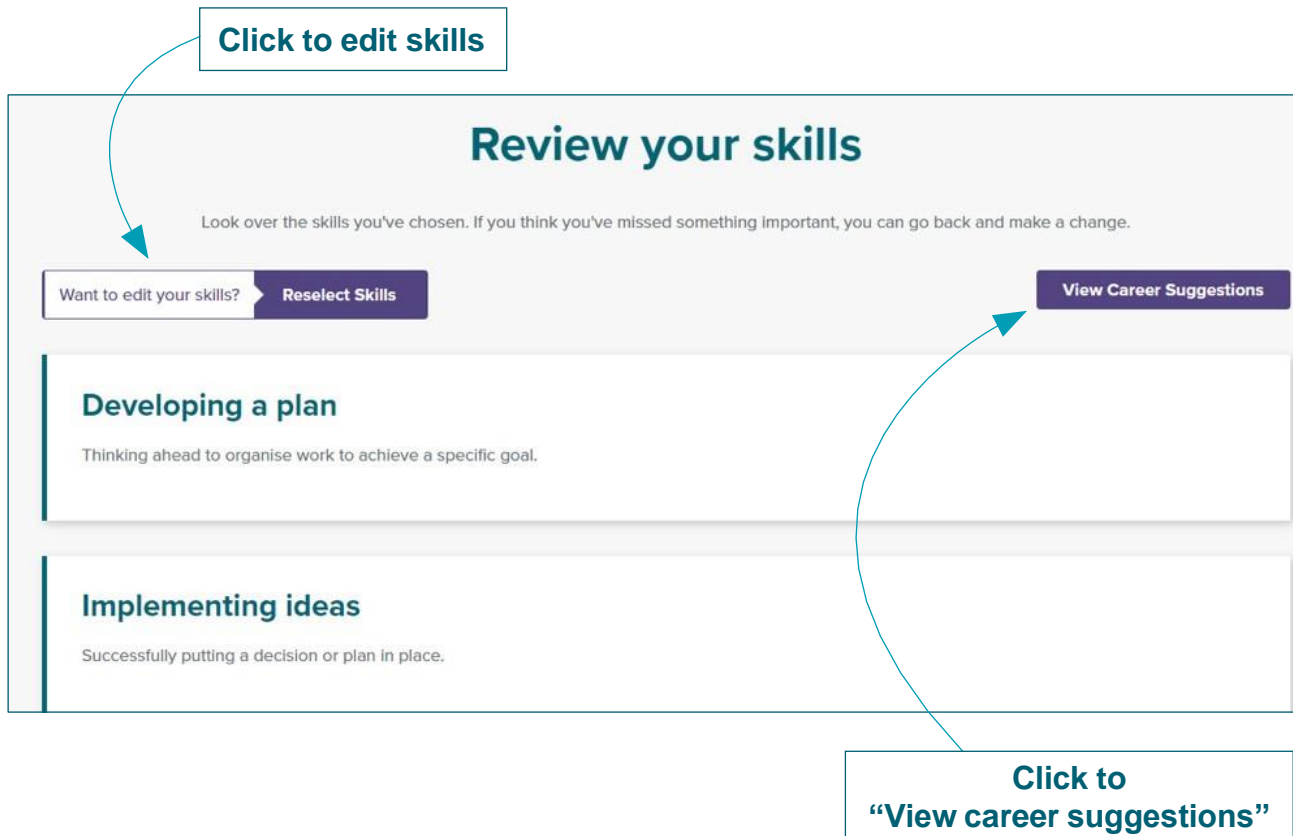
- Thinking of an idea and making it happen.
- Looking at the actions from a meeting and putting them into practice in your work.

Skills - 1 / 10

Clear selection Review skills

Activity on next page...

7. Clicking the “Review skills” button will show a list of the skills selected
8. You can edit your list by reselecting your skills, or move on to view career suggestions



9. Clicking “View career suggestions” will show job profiles and additional career information that match the skills selected

Activity on next page...

Show results that match my...

About me

Strengths

Skills Explorer

The job profiles below will help you start thinking about careers that could suit you. You'll get better matches by completing all the sections in [your account](#). Or, you can explore more options through the industries, Modern Apprenticeships and job categories.

Job profiles

22 results



Agricultural consultant

Animals, land and environment
Provide technical, business and financial advice and information to farmers, landowners and other agricultural staff.



Animator

Design, arts and crafts
Create drawings, models or 3D computer images to bring characters and stories to life in animated films, games and cartoons.



Business analyst

Administration, business and management
Assess the quality of a business and come up with ideas to improve it.



Cabinet maker

Design, arts and crafts
Design and make wooden furniture like chairs, tables and chests of drawers which people can use in their homes.



Carpenter or joiner

Construction and building
Measure, saw and fix the wood inside homes, shops and bars, or build theatre and stage sets.



Industries

11 results



Chemical sciences

Make life-saving drugs or the fuels of the future.



Construction

The construction industry lies at the heart of Scottish society. Learn more about how you can become part of this thriving workforce.



Creative

Got big ideas? Put them into practice by becoming a producer, a sound engineer, a designer... your horizons are as broad as your imagination.



[View all industries >](#)

Types of Modern Apprenticeship

6 results



Achieving Excellence in Sports Performance



Select title to access job profile

Activity on next page...

Select to bookmark job profile

Business analyst

Alternative job titles: business consultant, business systems analyst, process analyst

Job category: [Administration, business and management](#)
Pathways: [Support](#)

[Bookmark](#) [Share](#)

[Page contents](#)

Career outlook for

Figures and forecasts for roles at the same level, which require similar skills and qualifications.

Average UK salary	Currently employed in Scotland	Five year job forecast
£48,880	13,900	+5.26% ▲

LMI for All supplies our salary and employment status information. *Oxford Economics* supplies job forecasts and employment figures.

What's it like?

Business analysts look at the quality of the way an organisation works and comes up with ideas on how it can improve. They meet with managers to find out what the business aims and needs are, and what they do to meet them.

In this job, you'd look at things such as technical systems, business models and the procedures that are in place. Then you'd analyse and test them to decide if there are better ways of doing things that could help the business.

If any systems were to be upgraded or procedures were to be changed, you'd work with the relevant teams within the business to organise and oversee the changes being put in place.

What you might do:

- Help to design, document and maintain system processes
- Use data to research and analyse the structure of a business and how it uses technology
- Identify any problem areas and consider opportunities or improvement
- Communicate with senior management to identify the business' goals
- Create and test IT solutions and systems to ensure they meet the needs of the business
- Persuade stakeholders of the benefits of implementing new strategies or systems
- Provide staff with training sessions for new IT systems
- Oversee the introduction of new technology or systems

Working conditions

Hours

Working hours can vary, but usually full-time hours will be Monday to Friday and around 37-40 hours per week

Environment

You'll usually be office-based.

Travel

You might have to travel to meet internal and external stakeholders.

UK employment status

Full-time	Part-time	Self employed
66%	12%	22%

Top skills and how you match

Here are some of the skills that people in this job would be most likely to have including those that match your skills:

✓ **Relevant skills you have:**

- Building relationships
- Developing a plan
- Implementing ideas
- Analysing

📁 **Skills you could work on:**

- Listening
- Verbal communication
- Written communication
- Innovative
- Problem solving
- Attention to detail

Build your skills

Your skills can help you choose the career that's right for you. You can build your skills through work, study or activities you do in your spare time.

To understand more, have a look at [what are my skills?](#)

Keep track of your skills in your account and find the jobs, opportunities and courses that suit you.

[Click here to view / add your skills](#)

You can see skills you have selected and skills you could work on