

# 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](http://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 [Show off your 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](#) and [video](#) 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



### 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.

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

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