



HIRE ME BOOTCAMP

EMPLOYABILITY SKILLS TRAINING

IN PARTNERSHIP WITH

THE NIGERIAN WOMEN TRUST FUND

Introduction

Employers need candidates who can show and implement certain key skills required to contribute to an overall company and organisational goal.

Employability skills are required for anyone to get, keep and maintain a successful career.

The purpose of this training manual is to list and guide you on the types of skill set that you need to excel in your chosen career field.

The Need for Employability Skills Training

Employability skills are relevant expertise and strengths required for you to effectively and efficiently carry out your role in an organisation. You need a strong combination of these skills to not only get hired, but also, to enjoy your role and progress in your career.

1. To set you apart in your career
2. To give you a starting ground in a new job
3. To help you identify skills you need to develop and skills you need to learn
4. To enable you perform and carry out tasks and responsibilities better

Objectives of this training is to:

1. Impact participants with relevant employability and interview skills.
2. Build participant's capacity so that they can be employable and remain progressive in their career
3. Acquire new knowledge and skills that will enable them to find and keep a job
4. Set them up for a long, successful and rewarding career.
5. Write a winning personal profile, produce a good and precise resume or CV and able to back it up with relevant employability skills

Employability Skills

Communication -Verbal and Written

Communication is the ability to express oneself to through speaking and writing. A workplace will use methods of expression such as emails, proposals, meetings, presentations, memos etc. Verbal communication (voice) and written communication (electronic) are all important skills to have in life and most importantly, your career.

Tip- ensure what you say and write is not only understood by you. Think about how it is been perceived by the other person. Abbreviations of text messages and chats negatively impacts your writing skills and will affect your ability to communicate with an email to your colleagues and managers.

Analysis and Investigation

In simpler terms, analytical skills is being able to think through a situation or problem and come up with an informed understanding of it. This skill is needful for everyone who intends to excel in careers.

The process of investigation adds value to the outcome of the analysis. An analytical mind is a great asset to anyone and any organisation.

Tip- Asking questions is key to getting the answers you need for this skillset.

Organising and Planning

This skill is not just for event management and wedding planners. It is very relevant in organisations. It is the ability to prioritise and schedule in tasks and responsibilities to achieve a pre-arranged or agreed set of outcomes. A skill that means you have to know what to do now and what to save for later.

Tip- Avoid procrastination. Note down items and goals in a set of order of importance to your role as it relates to your manager, team or company.

Information Technology Skills

Information Technology or I.T skills are sets of ability one has to use tools for written communication. Common sets of I.T skills required are the Microsoft Office Tools (Word, Excel, Powerpoint). Other I.T skills that may be required at other job levels are attached to specific roles or tasks. (E.g Project Management roles requires an I.T skill like the use of the Microsoft Office Projects, Accountancy requires specialised software tools)

Tip- Self development of skills in I.T is very crucial. Text messages and chats cannot give you the relevant skills you need in I.T.

People Oriented and Interpersonal Skills

A people person is one who can get along, encourage, support and can easily influence others. It is also very important to have this skill and to know how to apply them in a work environment or situation.

Interpersonal skills enables you work well with others, be a team player and can make you an indispensable member of a team.

Tip – You still need to have a respect for people and their spaces in a work environment. Follow rules, timelines and be a ‘go to’ person who can show empathy. Overbearing and nosy personalities don’t go well in work situations

Time Management

Managing time is being able to identify what needs to be done and when it needs to get done. Just like the Organisation and Planning skills, Time Management helps you prioritise your tasks and schedule them within the given timeline. A regular office hour is 8 hours long. You will be required to utilise the given amount of hours to your assigned role or tasks for the day. Some jobs may require longer hours however, the ability to still ensure you get your tasks done and in time is relevant.

Tip- You have 24hrs for each day. Avoid a delayed start to your day. Setting off early gives leverage. Use alarms, calendar reminders and notepads as a support to help you manage time wisely.

Teamwork, Collaboration and Networking

Every great organisation values a team player. An ability to work well within teams is a requirement for career progression and success. Collaboration of efforts, co-ordination of people and carrying people along are all benefits of having a team player. Understanding that your sets of duties or tasks is dependent on others input and vice versa, means you appreciate the efforts of others in the total fulfilment of the team and company goals.

Tip- People are made up of work, social and personal life. Be respectful, show empathy. Understand those you work with, what better ways to gain attention and how best they can add value to your role in that organisation.

Self Motivation and Initiative

Motivation is an energy or drive that fuels you to undergo, partake or accomplish an agenda or goal.

Self Motivation is being able to push yourself to accomplish a task or goal especially in a seemingly difficult situation at work. Self motivation rises from your ability to want to see the realization and accomplishment of what you set out to do.

To take an initiative at work is also relevant and works hand in hand with a person who is self motivated. It means, you can think and come up with a suggestive answer or solution and are also able to implement it. Self motivators are also called self starters.

Tip- A focus on the bigger picture and the beneficial future outcome can keep your eyes on the prize and increase the motivation you need. Don't be afraid or ashamed to try something (initiative). You grow either way.

Awareness – Commercial and Global

Organisations are a combination of policies, processes and procedures. Ensure you take advantage of the information and develop your knowledge bank on any company you apply to work for or are working with. There are goals, vision and strategies and various ways that they will be implemented. Knowing the commercial and global impacts and interpretations of your company in the relevant market equips you with better understanding and adds immense value to your career progress.

Tip- Read!. Interact, ask questions and if possible, go over and beyond and discover information outside your job role.

Motive and Drive

“Why am I here?. Why am I doing this?”

These are some questions that should determine your motive in a job search or an employment. Your drive (energy, push) to do your role directly relates to the motive (reason) you are in that position.

Tip- Being truthful to yourself is key. Be prepared to work hard irrespective of the motive behind your career. Your contribution will still speak for you.

Flexibility

Flexibility shows you can accommodate or change at any given time. A lot of employers value a person who can adjust their time or schedule when absolutely necessary. Flexibility may not always be fun and games however, it does have its own benefits.

Tip- Time Management, Organisation and Planning skills are all assets that help you attain flexibility. You still need to know how and what to prioritise.

Professionalism

Professionalism is the ability to project yourself as one with an all round great work ethics. Your appearance, communication and how you present yourself is essential for career success and progress. It is a timeless employability skill that everyone needs to imbibe and has a combination of all the mentioned skills discussed.

Tip- Is to always strive for excellence. Having a personal brand isn't only for media personalities. It is important that you have a clear vision of who you are and how you want to be regarded in an organisation.

Negotiation and Persuading Skills

Negotiating is a process that brings about a perceived equal balance of wants or needs between different parties. As a negotiator, you need to be well informed about what the other person's part is and their requirement and how best to meet them without jeopardizing your position or what you want from them.

Tip- Negotiation works well with persuasive (convincing) skills. Getting someone on your side of the table and doing so with tact, humour, attraction of the offer, intelligence and wealth of knowledge about the situation is key.

Leadership

A set of skills that enables one to steer people to a direction, Leadership skills encompasses all of the above named skills, and then more.

A leader is much more than a title. The skill sets are involving, evolving, sacrificial, selfless, visionary, indispensable and rewarding.

Tip- A leader shows room for improvement and applies herself to growing, learning and development. Leadership qualities cut across career, entrepreneurship, family and community life.

End of Training Note

Growth is eternal. Learning takes place daily. Take advantage of any and every opportunity to develop the skills you already have and learn the ones you don't know or have. Employers always look for the best person for a role. Getting a job isn't the final step, you still need to grow in your career. The decision to progress your career means you have taken the responsibility to develop skillset to set you apart and place you in that position you want.

Feedback Session

Your feedback is important to us. Please fill in the feedback form provided and let us know what worked and what we can do better. This can be done anonymously. Thank you

About HEIR – A SOCIAL ENTERPRISE

HEIR is a social enterprise born out of the need to see more young women take on more decision making position and venture into leadership opportunities. HEIR is the representation of our values which are **Hard work, Equality, Intelligence, Respect**. These are values that women across the nation, need to be equipped with, imbibe and adopt.

Our mission is to support in the elevation of women into leadership and decision making positions and our vision is to see a nation where women are chosen and included in nation building.

ABOUT HEIR FOUNDER

HEIR is founded by Anuli Ola- Olaniyi. She is the Chief Executive Officer and hosts the HIRE ME BOOTCAMP, a platform she uses to train, coach and mentor young women (18-35) on career tips from CV writing, Interview and Career strategies, all in the need to support young women in their career journey.

Anuli also sits on the board of directors as the Deputy Managing Director for Hotel Millennium Ltd based in Abuja. She is, an Executive Director of DV Solutions Ltd , a UK based consultancy company and also plays consultancy roles to many female owned and run businesses.

She has great passion for training and learning development. She works with participant organizations as an advocate in supporting women, with a primary focus on seeing young women take on more leadership opportunities from a career platform.

She writes career motivation and advice articles on her blog:
www.heir.com.ng/blog

To contact Anuli, please visit her blog and website - www.heir.com.ng