

inspire,
inform,
empower

Toolkit

Steps

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Next

Know Yourself

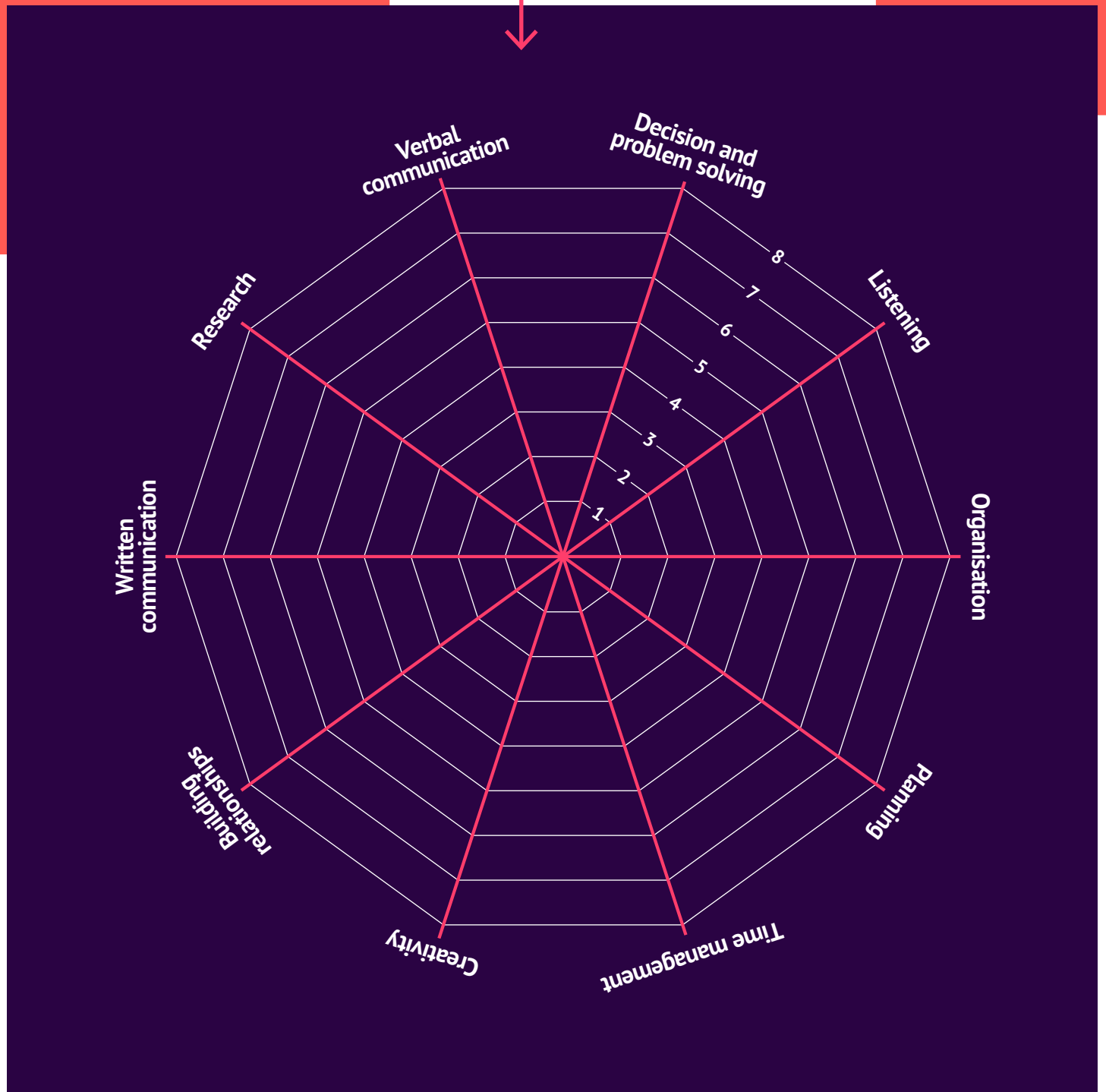
We spend a lot of time focussing on other things and other people; checking out social media stories, reading up on the latest news and finding the next series to binge watch. But it's important not to forget to **focus on yourself** - especially when it comes to thinking about employment.

Here are some useful tools to start building a better picture of you, for you!



This PDF is interactive, so that you can fill out digitally.

Skills Map



Here are 10 key skills employers will look out for. On each skill line, rank yourself from 1 to 8 (1 being low and 8 being high) of where you see yourself.

This will give you a good picture of where your strengths are and the skills you need to work on.

Interests & Priorities



Understanding how your interests and values can help to shape your future career is really useful. It will help you to find a pathway that you feel motivated and driven to achieve.

Which subjects do you enjoy the most?

What things are important to you in a job?

What hobbies / activities do you do in your spare time?

What does success look like to you?

Career Opportunities

These websites are full of job/apprenticeship/training opportunities to give you some inspiration.

futuregoals.co.uk/careerstarters

nationalcareers.service.gov.uk

Find 3 that interest you, add the top skills for each role and put your skill rating in the box next to it.

Job roles

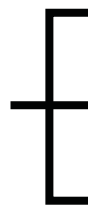
Top skills

My skill rating

1



2



3



Now you can start to see which of the skills that you rated as your weakest are the ones to focus on - based on the top skills required for each of the job roles that interest you.

Next Steps

Now, it's time to put a plan in place to help improve those key skills and reach your career goal.

My skill focus is 

For one week, plan a different activity or task per day that will help you to practise and develop your skill focus.

	Monday
	Tuesday
	Wednesday
	Thursday
	Friday



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