

## EMPLOYABILITY SKILLS

**UNIT CODE: ENG/CU/AME/BC/05/4**

### **Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Demonstrate employability skills

**Duration of Unit:** 30 hours

### **Unit Description**

This unit covers competencies required to demonstrate employability skills. It involves competencies for exuding self-awareness and ability to deal with everyday life challenges; applying critical safe work habits and working harmoniously in a team; participating in planning and organizing work activities; applying learning, creativity and innovativeness in workplace functions; pursuing professional growth and managing time effectively in the workplace.

### **Summary of Learning Outcomes**

1. Develop self-awareness and ability to deal with life challenges
2. Demonstrate critical safe work habits for employees
3. Demonstrate workplace teamwork
4. Plan and organize work activities
5. Maintain professional growth and development in the workplace.
6. Demonstrate learning, creativity and innovativeness in the workplace

### **Learning Outcomes, Content and Suggested Assessment Methods**

<b>Learning Outcome</b>	<b>Content</b>	<b>Suggested Assessment Methods</b>
1. Develop self-awareness and ability to deal with life challenges	<ul style="list-style-type: none"><li>• Formulating personal goals and objectives</li><li>• Acquiring and maintaining a positive self-image</li><li>• Ways for overcoming life challenges</li><li>• Self esteem</li><li>• Handling emotions</li><li>• Emotional intelligence</li></ul>	<ul style="list-style-type: none"><li>• Observation</li><li>• Written</li><li>• Oral/interview</li><li>• Third party report</li></ul>

	<ul style="list-style-type: none"> <li>• Expressing personal feelings and beliefs</li> <li>• Methods of sharing personal feelings</li> <li>• Monitoring and evaluating one's performance</li> <li>• Setting performance targets</li> <li>• Asserting one-self</li> <li>• Articulating ideas</li> <li>• Accountability</li> </ul>	
2. Demonstrate critical safe work habits for employees	<ul style="list-style-type: none"> <li>• Stress and stress management</li> <li>• Punctuality and time consciousness</li> <li>• Safety in the workplace</li> <li>• Integrating personal objectives into organizational objectives</li> <li>• Resources utilization</li> <li>• Setting work priorities</li> <li>• Developing relationships</li> <li>• Leisure</li> <li>• HIV and AIDS</li> <li>• Drug and substance abuse</li> <li>• Dealing with emerging issues</li> </ul>	<ul style="list-style-type: none"> <li>• Observation</li> <li>• Written</li> <li>• Oral interview</li> <li>• Third party report</li> </ul>
3. Demonstrate workplace teamwork	<ul style="list-style-type: none"> <li>• Determination of team roles and objectives</li> <li>• Identifying Team parameters and relationships</li> <li>• Team work</li> <li>• Identifying individual responsibilities in a team</li> <li>• Conflicts and their resolution</li> <li>• Communication</li> <li>• Complementing team activities</li> <li>• Gender</li> </ul>	<ul style="list-style-type: none"> <li>• Observation</li> <li>• Oral interview</li> <li>• Written</li> <li>• Third party report</li> </ul>

	<ul style="list-style-type: none"> <li>• Human rights protocols</li> <li>• Relationships</li> <li>• Group dynamics</li> </ul>	
4. Plan and organize work activities	<ul style="list-style-type: none"> <li>• Making work schedules</li> <li>• Time concept</li> <li>• Time management</li> <li>• Identifying work goals/objectives and deliverables</li> <li>• Maintaining work records</li> <li>• Resource utilization</li> <li>• Decision making</li> <li>• Problem solving</li> <li>• Negotiation</li> </ul>	<ul style="list-style-type: none"> <li>• Observation</li> <li>• Oral interview</li> <li>• Written</li> <li>• Third party report</li> </ul>
5. Maintain professional growth and development in the workplace	<ul style="list-style-type: none"> <li>• Identifying training needs</li> <li>• Training and career opportunities</li> <li>• Licenses and certifications for professional growth and development</li> <li>• Pursuing personal and organizational goals</li> <li>• Managing work priorities and commitments</li> <li>• Recognizing of career advancement</li> </ul>	<ul style="list-style-type: none"> <li>• Observation</li> <li>• Oral interview</li> <li>• Written</li> <li>• Third party report</li> </ul>
6. Demonstrate learning, creativity and innovativeness in the workplace	<ul style="list-style-type: none"> <li>• Managing own learning</li> <li>• Networking</li> <li>• Variety of learning context</li> <li>• Application of learning</li> <li>• Safe use of technology</li> <li>• Taking initiative/proactivity</li> <li>• Flexibility</li> <li>• Identifying opportunities</li> <li>• Workplace innovation</li> <li>• Performance improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Observation</li> <li>• Oral interview</li> <li>• Written</li> <li>• Third party report</li> </ul>

### **Suggested Methods of Delivery**

- Instructor lead facilitation of theory
- Demonstrations
- Simulation/Role play
- Group Discussion
- Presentations
- Projects
- Case studies
- Assignments

### **Recommended Resources**

- Computers
- Stationery
- Charts
- Video clips
- Audio tapes
- Radio sets
- TV sets
- LCD projectors

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