UoG Employability Skillset

1. **Writing skills**
2. Understanding of self and self-promotion
3. **Presentation skills**
4. Networking skills
5. Introduction to the job market and the recruitment process
6. **Use of basic office tools: E-Mail, word processing, spreadsheets**
7. Career planning
8. The basic requirements necessary to get a post on leaving university
9. Interview techniques / Assessment Centres and practice
10. Job search and application techniques - job profiling related to self
11. CV writing
12. Understanding workplace culture
13. **Team working**
14. Problem solving
15. **Basic financial skills and economics**
16. Business case writing

GEM (2013)
Greenwich Employability Team

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Understanding of self and self-promotion

Networking skills

Introduction to the job market and the recruitment process

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Job profiling related to self

Understanding workplace culture

Problem solving

Business case writing
Academic Best Practice

Stage 01  The Student Blog

Stage 02  The Employability Passport

Stage 03  The Personal Development Plan
Role Models

Enthusiasm & professionalism
Role Models

Enthusiasm & professionalism

Professionals of the Future