







# Employability Skills Diary



You will be developing employability skills throughout your placement. Keep a record of the skills you use, where you use them and try and get a comment or approval from a member of staff too. This is an interactive pdf so you can type straight into it, save it and email it to yourself or your teacher. In the future you can use the examples from here when you apply for college, university or a job.

		My example	Staff comments
 <p><b>Problem solving</b></p>	<p>I find solutions when problems arise.</p>		
 <p><b>Teamwork</b></p>	<p>I contribute to a team; listening, responding and building on others' ideas as well as sharing my own ideas.</p>		
 <p><b>Leadership</b></p>	<p>I can develop my own ideas and share them with others.</p>		
 <p><b>Moral compass</b></p>	<p>I approach tasks thoughtfully and can think for myself.</p>		
 <p><b>Creativity</b></p>	<p>Even when things feel difficult or tough, I keep going.</p>		
 <p><b>Resilience</b></p>	<p>I have high standards for myself and the work I'm doing.</p>		

# Employability Skills Diary

What am I most proud of from my placement?

Most valuable thing I've found out on placement?

Any other notes: