

All the skills and qualities on the cards link to one of the Skills Builder Essential Skills



Working co-operatively with others towards achieving a shared goal



Supporting, encouraging and developing others to achieve a shared goal



The ability to set clear tangible goals and devise a robust route to achieving them



The ability to use tactics and strategies to overcome setbacks and achieve goals



The use of imagination and the generation of new ideas



The ability to find a solution to a situation or challenge



The receiving, retaining, processing and transmission of information or ideas



Ability to ask for help - I will ask for help when I need it



Kindness - I am friendly, generous, and considerate to others



Ability to work on my own - I am happy to work through tasks without help from others



Leadership - I inspire and motivate other people



Adaptability - I can cope with changes in routine and ways of doing things



Managing emotions - I have ways of coping when I am in a challenging situation



Attention to detail - I can focus well on a task



Perseverance - I keep going even when things get hard



Communication - I can share information with others through symbols, signs, or behaviour (such as listening, speaking, writing, pictures, movement)



Planning and organisation - I can work out what is needed to get a job done and then decide how and when I'll do it



Creativity - I can think of new ways of doing things



Problem solving - I can find a solution to a situation or challenge



Customer service skills - I am polite and helpful



Reliability - I do what I say I will do



Enterprise skills - I create ideas for a purpose (e.g. to make money)



Researching - I am good at finding out information



Enthusiasm - I show excitement towards things



Resilience - I recover quickly when things don't go to plan



Following instructions - I can follow a set of tasks and complete them in the correct order



Self-advocacy - I will tell people what I need and what things that are important to me



Helping others - I can help others by giving support, advice, or information



Self-management - I can be punctual which means I arrive on time. I can organise myself and what I need to do



Imagination - I can use my mind to come up with new and exciting ideas



Self-motivation - I am able and willing to work without being told what to do



Initiative - If I see a task that needs to be done, I can get on with it without being asked



Teamwork - I work well with others to get things done



Interpersonal skills - I get on well with other people



Willingness to learn - I like learning new skills