

Teacher/Trainer Notes

Part 1: Get Prepared

Module 1: All about you

Duration

Estimated time for learners to complete module is approximately 60 minutes, but may vary depending on the group you are working with.

The presentation takes 45 minutes including tasks and Activity 1. Add 30 minutes for remaining activities.

Aims

- To identify life experiences that might help me understand my skills
- To identify skills I've learned from the experiences
- To identify my personal qualities

Learning intention

- I will identify my life experiences that may be useful when thinking about jobs
- I will identify the skills I used and learned from those experiences
- I will identify my personal qualities

Success criteria

- I can identify my life experiences that may be useful when thinking about jobs
- I can identify the skills I used and learned from those experiences
- I can identify my personal qualities

Resources

- Students on iPads/tablets or ICT suite with internet access
- Smartboard if using PowerPoint presentation alongside module
- Planit website – www.planitplus.net
- The following resources available on Planit – JSS Module 1: All about you Module, All about you PowerPoint presentation, and access to the Planit Portfolio

Preparation

- Open the [Job Seeking Skills/Part 1/Module 1](http://www.planitplus.net/Job%20Seeking%20Skills/Part%201/Module%201) section on www.planitplus.net
- Familiarise yourself with the content, activities, interactive tools (My Skills, My Personal Qualities and CareerMatch) and worksheets (if using the alternative approach)
- Open the [All about you PowerPoint presentation](#) and edit Notes to suit your teaching style. Example text is there as a guide
- Check that students can open and use the Module 1: All about you content and that they have a Planit Portfolio account and if not, sign up for one
- If using the alternative approach below, print out worksheets before lesson
- If time is limited, students can complete activities in their own time

Presentation Module 1: All about you

Tasks and Activities

The presentation has been written to be taught alongside the module.

Tasks have been added to the presentations to make it interactive - learners will be asked questions as they go through the presentations.

Task 1	Slide 3	What are your skills?
Task 2	Slide 7	What are your values?
Task 3	Slide 8	What do you like and what motivates you?
Task 4	Slide 10	Can you think of a quality and a job that might match it?
Task 5	Slide 11	Think about an example of the soft skills.

Activities

All activities are available within Planit portfolio and will be carried out within the presentation or can be completed after.

- [Activity 1](#) - Complete My Personal Qualities
- [Activity 2](#) - Complete My Skills
- [Activity 3](#) - Complete Identifying Career Ideas

Alternative approaches and follow on activities

- If unable to complete the activities online, there are paper-based alternatives available. Please print out [Activity 1 Worksheet](#) and [Activity 2 Worksheet](#) before delivering the module. Please note Activity 3 is only available online.
- Students can complete the activities in their own time

Reflect and review

- Review what has been learned and reinforce key points about identifying skills and strengths in relation to jobs and careers

Career Management Skills

Self	I make positive career decisions
Strengths	I am aware of my skills, strengths and achievements
	I draw on my experiences and on formal and informal learning opportunities to inform and support my career choices
Horizons	I know how to find and evaluate information and support to help my career development
	I understand that there are a wide variety of learning and work opportunities that I can explore and are open to me

Career Education Scotland

Senior Phase

I can evaluate my skills for learning, life and work to help me make successful future choices and changes

I can identify the skills I have learnt across the curriculum, how these relate to the world of work and how I can apply these appropriately during work placements and other work-related learning