



# ***Sue Carrette Consultancy***

## ***Employability Skills for Students***

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# Employability Skills for Students

## Introduction

Increasingly it is vital that students completing their programmes of study are able to demonstrate not only the knowledge that they have gained, but also a range of skills which indicate their 'employability'. The ability to demonstrate such skills is clearly a strong advantage in a competitive job market and is also increasingly perceived as an integral component of a robust and well-rounded education. Employability skills include (but are not limited to) the ability to; work well with others, and in teams, act on one's own initiative, bring a proactive approach to problem-solving, demonstrate a creative approach to new business opportunities, and to take responsibility for one's own professional actions and development.

## Employability Modules

Sue Carrette Consultancy offers modules in two key employability areas; **Networking** and **Portfolio Career Management**. Both of these subjects are key in developing students general understanding of employability skills and are directly relevant to success - whether individuals are intending to undertake conventional employment within a larger commercial or public organisation, a smaller SME or are aiming to start their own business and/or work on a self-employed freelance basis. Full details of the content of these modules can be found elsewhere in this leaflet and on our web pages.

## Format

Modules are normally 1.5 hours in duration and are designed to be incorporated into a wider educational programme – or delivered as additional stand-alone events. Additionally we are happy to work with clients to develop and assess modules as credit bearing activities if required and/or to develop further content specific to particular academic disciplines. Both topics are also available as longer half-day programmes if required.

## Presenter

Sue Carrette has a portfolio career spanning over 20 years, principally in the areas of professional development and management. Her career has included distinctive roles for a diverse range of organisations including; key universities, related organisations and professional bodies. She has been a contributor to a number of national and international events and conferences.

Both Portfolio Management and Networking have been an integral part of the development and management of Sue's career.

“Good selection of helpful tips”

“A different perspective on networking - easy to apply - good session”

“Great presenter - gave me new ideas”

“Gained insights to help with the bigger picture – lots to consider”

## **Successful Networking : A key Employability Skill**

### **Overview**

Employers generally recognize that their key asset is their workforce and those individuals who are most sought after are frequently those who both work well with others within the organization, while also liaising productively with clients and external stakeholders. Similarly success in building networks and increasing the potential pool of clients and customers is key for entrepreneurs managing small and large businesses. Consequently the ability to build and nurture networks successfully is a key employability skill – for all employment situations.

### **Content**

Module content includes:

- Types of networking and associated benefits
- Approaches to developing and managing networks
- Why networks fail and what can be done about this
- Learning to network beyond social media
- Approaches for the 'reluctant networker'
- Good and bad networking practices

## **Portfolio Career Management : A key Employability Skill**

### **Overview**

The current and likely future working environment globally, is one in which the individuals who succeed will be those who thrive on the challenge of managing multiple responsibilities, roles and professional identities – both simultaneously and throughout their working lives. An entrepreneurial perspective is also an advantage. Consequently the ability to develop a 'portfolio' approach to managing your professional life is a key employability skill – and one which will increase your potential to succeed, whether you opt for more conventional employment situations, self-employment, or a combination of roles.

### **Content**

Module content includes:

- What is a portfolio career and who has one ?
- What are the benefits and drawbacks – and how to manage these
- Approaches to developing a portfolio career – in the short and longer term
- Key management issues
- Good and bad practices in portfolio career management

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### **Fees**

Fees for Employability Skills modules vary according to the number and type of events booked and whether any additional development material is required. We offer flexible pricing options and will work with you to ensure optimal value for money for your requirements.



## **Sue Carrette Consultancy** **~ About us ~**

**We:**

- **Are established eight years**
- **Receive excellent participant and client feedback and a high level of repeat business**
- **Offer skilled and experienced consultants**
- **Include many 'extra' services as standard**
- **Are client-focussed and will deliver a full bespoke service tailored to your organisational needs**
- **Offer services UK-wide and year-round**
- **Offer flexible pricing options**

**Please contact us for further information – we will be happy to provide details of clients who will be able to comment on our work**

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