Essential Employability Skills



Prepared by Koya for LTE/Novus

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FRAME 1 - DUR: 17 SECONDS

We begin with a wide shot of an image or animated footage of people going about their daily routine. Narration begins.

Narrator:

Welcome to this explainer video on **Essential Employability Skills**. The building blocks of any career, these skills are what make you employable across various roles, sectors, and industries.

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FRAME 2 - DUR: 17 SECONDS

We begin with a wide shot of an image or animated footage of vector characters going about their daily routine.



FRAME 3 - DUR: 17 SECONDS



Cut to a shot of more vector characters going about their work as narration begins.

Narrator: Employability skills are general skills that make you desirable to employers. Recruiters look for these skills because they're a good indicator of a successful, employable candidate.

These skills are: (cut to Frame 3)

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FRAME 4 - DUR: 17 SECONDS



The camera focuses on some characters in conversations as narration proceeds.

Narrator:

COMMUNICATION

The ability to communicate effectively is an essential part of every role, and employers want applicants with excellent verbal and non-verbal communication skills etc

English and Maths skills are essential.

FRAME 5 - DUR: 17 SECONDS



The camera focuses on characters in learning situations as narration continues.

Narrator:

LEARNING

Learning is the ability to understand new concepts quickly. Employers look for applicants with exceptional learning skills because they can work in fast-paced environments and pick up new skills and retain knowledge.

FRAME 6 - DUR: 17 SECONDS



The camera focuses on a meeting room with people having a conversation.

Narrator:

LEADERSHIP

Leadership Skills are soft skills you use to manage others to reach a goal. They help companies achieve their objectives and keep their team members motivated. Employees with leadership skills also improve practices and develop strategies for an organization.

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FRAME 7 - DUR: 17 SECONDS



The camera focuses on a group of people working as a team.

Narrator:

TEAMWORK

Teamwork is the ability to collaborate with other people to achieve a common goal. Good team players are valuable to an organization because they get along with other people and actively contribute to reaching the organization's goals. FRAME 8 - DUR: 17 SECONDS



The camera focuses on a man who is happy because he has accomplished a task reliably. Voice Narration continues...

Narrator:

RELIABILITY

Reliability refers to being trustworthy and able to carry out duties consistently. A reliable employee responds quickly and has a good work ethic.

FRAME 9 - DUR: 17 SECONDS



Camera closes-up on a man in a critical thinking state trying to solve a problem.

Narrator:

CRITICAL THINKING AND PROBLEM-SOLVING

Employers look for applicants that have both skills because they can troubleshoot and overcome obstacles. Good problem-solvers can also take on challenging tasks in an organization.

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FRAME 10 - DUR: 17 SECONDS



The camera focuses on a self-motivated person thinking about ideas.

Narrator:

INITIATIVE AND ENTERPRISE

Initiative and enterprise refer to your ability to be proactive. It involves identifying problems and solving them without instruction. Employees with initiative and enterprise skills think creatively and are self-motivated. Organizations value them because they can offer innovative ideas.

FRAME 11 - DUR: 17 SECONDS



The camera focuses on various people working, planning and discussing.

Narrator:

ORGANIZATION

You can also be more employable if you have strong organisational skills. An organized employee knows how to plan and prioritize work to achieve their goals. They understand how to create structures that improve the productivity of a hiring organization. Strong organizational skills also foster good habits such as neatness, time management and communication.

FRAME 12 - DUR: 17 SECONDS



The camera focuses on a person using a laptop.

Narrator:

TECHNOLOGY

Technology skills are hard skills that refer to your ability to use computers and applications such as spreadsheets, word processors and related software. It also involves being able to operate office equipment such as printers and telephones.

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FRAME 13 - DUR: 17 SECONDS



The camera focuses on productive people.

Narrator:

PERSONAL MANAGEMENT

Personal management means meeting your deadlines and performing tasks with little supervision. It also involves delegating tasks and making sure they are completed on time. If you have good personal management skills, you are productive and know how to motivate yourself to master new concepts and methods. FRAME 14 - DUR: 17 SECONDS



The camera focuses on a man in a hurry, rushing through the crowd, avoiding eye contact.

Narrator:

ETHICS

Work ethic skills refer to your principles, attitude and dedication towards your duties. It includes your ability to follow rules and make good decisions. Employers want to know if you have high moral principles and can be trusted to act professionally.

FRAME 15 - DUR: 17 SECONDS



Frame transitions to numerical symbols.

Narrator:

NUMERACY

Numeracy skills refer to the ability to use, interpret and communicate mathematical ideas. If you have good numeracy skills, you know how to use mathematics to complete your daily tasks.

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FRAME 16 - DUR: 17 SECONDS



Frame pans to show various people commuting to different places in a city setting.

FRAME 17 - DUR: 17 SECONDS



Narrator:

SELL YOUR EMPLOYABILITY SKILLS

Follow these tips to show your employability skills to hiring managers:

List them on your resume

Including your employability skills on your resume is an easy way to convince hiring managers you are the best candidate for a role.

Explain your skills in job interviews

Explaining your employability skills in interviews is another way to convince employers you're the right candidate.

Narrator concludes:

A quick recap on the general skills that make you desirable to employers.

- COMMUNICATION
- LEARNING
- LEADERSHIP
- TEAMWORK
- RELIABILITY
- CRITICAL THINKING AND
 PROBLEM-SOLVING

- INITIATIVE AND
 ENTERPRISE
- ORGANISATION
- TECHNOLOGY
- PERSONAL
- MANAGEMENT
- ETHICS
- NUMERACY

The End

Examples of my work can be found using the link below.

https://koyakre8.com/