

Careers and Aspirations LTP Key Skills

	<b><u>Listening</u></b>	<b><u>Speaking</u></b>	<b><u>Problem Solving</u></b>	<b><u>Creativity</u></b>	<b><u>Adapting</u></b>	<b><u>Planning</u></b>	<b><u>Leadership</u></b>	<b><u>Team Work</u></b>
								
<b><u>Y</u></b> <b><u>r</u></b> <b><u>1</u></b>	<b>Focusing:</b> I can listen for at least a short time.	<b>Sharing clearly:</b> I communicate clearly with someone I know.	<b>Sharing clearly:</b> I communicate clearly with someone I know.	<b>Imagining:</b> I imagine different things.	<b>Imagining:</b> I imagine different things.	<b>Sensing difficulty:</b> I know when something is too difficult.	<b>Understanding reactions:</b> I know how an idea makes me feel.	<b>Understanding reactions:</b> I know how an idea makes me feel.
<b><u>Y</u></b> <b><u>r</u></b> <b><u>2</u></b>	<b>Recalling:</b> I remember simple instructions.	<b>Discussing together:</b> I communicate clearly in a small group.	<b>Seeking support:</b> I find help from someone if needed.	<b>Sharing imagination:</b> I share what I imagine with someone.	<b>Recognising emotions:</b> I can tell how others are feeling.	<b>Identifying successes:</b> I know what doing well looks like for me.	<b>Sharing reactions:</b> I explain how an idea makes me feel when appropriate.	<b>Adjusting behaviour:</b> I behave in a way that fits the setting.
<b><u>Y</u></b> <b><u>r</u></b> <b><u>3</u></b>	<b>Checking:</b> I ask questions if I don't understand.	<b>Meeting others:</b> I communicate with new people when I need to.	<b>Sharing problems:</b> I describe problems to others.	<b>Expressing imagination:</b> I share what I imagine in different ways.	<b>Persisting:</b> I keep going when faced with challenges.	<b>Working carefully:</b> I work with care and attention.	<b>Recognising reactions:</b> I know when others have strong feelings about something.	<b>Time keeping:</b> I keep to time reliably.

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<b><u>Y</u> <u>r</u> <u>4</u></b>	<b>Retelling:</b> I pass on information accurately.	<b>Organising thoughts:</b> I order my points to be understood.	<b>Finding information:</b> I find information to complete a task.	<b>Generating ideas:</b> I create ideas to solve a problem.	<b>Managing reactions:</b> I respond calmly when faced with challenges.	<b>Recognising strengths:</b> I recognise what I am good at.	<b>Organising tasks:</b> I divide up tasks in a fair way.	<b>Taking responsibility:</b> I take responsibility for completing tasks.
<b><u>Y</u> <u>r</u> <u>5</u></b>	<b>Recognising purpose:</b> I know why someone is communicating with me.	<b>Knowing the audience:</b> I adapt my communication to what my audience already know.	<b>Creating options:</b> I create different possible solutions to a problem.	<b>Suggesting improvement:</b> I create ideas to make something better.	<b>Reflective learning:</b> I reflect and learn from challenges.	<b>Facing challenges:</b> I take a positive approach to new challenges.	<b>Managing resources:</b> I manage team time and resources to complete tasks.	<b>Supporting others:</b> I help others as much as I can.
<b><u>Y</u> <u>r</u> <u>6</u></b>	<b>Note-taking:</b> I record important information.	<b>Choosing language:</b> I choose appropriate language for the situation.	<b>Analysing options:</b> I identify advantages and disadvantages of potential solutions.	<b>Combining concepts:</b> I can combine ideas to make new ones.	<b>Supporting others:</b> I help others face challenges.	<b>Setting goals:</b> I set achievable goals for myself.	<b>Mentoring:</b> I use my experience to support others.	<b>Being accountable:</b> I am accountable for my goals.