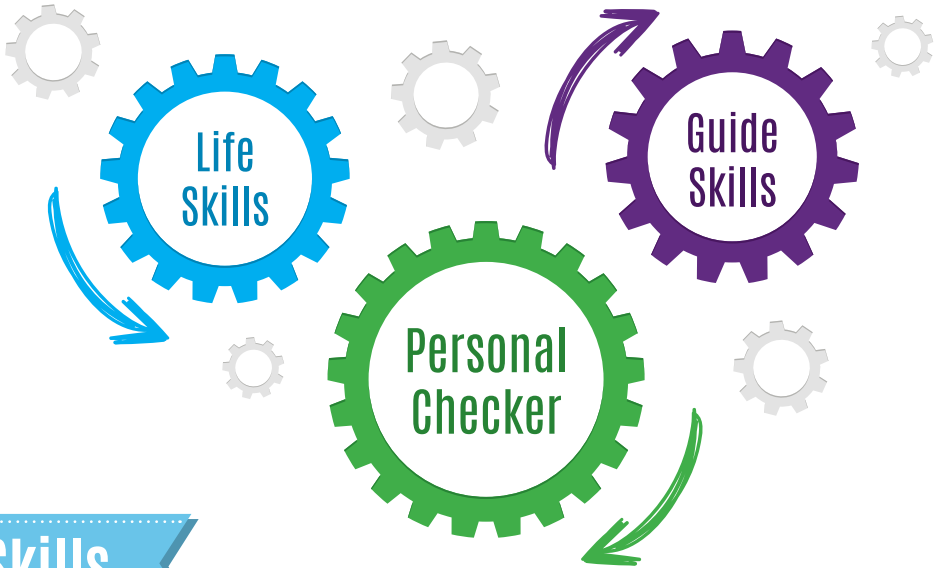




IRISH
GIRL
GUIDES

giving girls confidence



Skills

Skills are things you can do well because you have practiced them or you have a natural ability. The skills we gain from Girl Guides are skills for life - skills that you can transfer to other aspects of your life – at home, in your community, with your network of people and in your workplace.

This Personal Checker will help you identify which of the following '8 Key Transferable Skills' you have gained while in the Irish Girl Guides. These skills are sought-after in many work situations and society in general needs more citizens to have these skills to develop a more just and equitable world. You can also use this Checker to help identify the skills you need to work on.



Check out our 'Guide skills = Life skills' video on YouTube to see how you can use examples from Guiding in interviews and on your CV.

8 Key Transferable Skills

- Organisation
- Leadership
- Teamwork
- Project Planning

- Interpersonal Management
- Communication
- Problem-solving



LEADERSHIP

- Are you part of a Leadership Team in your Unit?
- Can you lead the girls to achieve the programme?
- Were you a Patrol Leader or Young Leader?
- Do you volunteer for leadership roles at local or national level?
- Can you recognise different leadership styles?
- Are you able to explain clearly the plan or goal of an activity?
- Can you encourage people to join you in achieving a goal and work together?

INTERPERSONAL

- Do you work with people of different abilities?
- Can you appreciate everyone's unique contributions?
- Are you able to work well with people of all ages?
- Do you have positive relationships with volunteers/parents/staff?
- Can you show empathy for how others feel?
- Do you give people your full attention when listening to them?
- Do you enjoy working with people?

COMMUNICATION

- Can you clearly explain games and activities?
- Have you spoken in front of groups e.g. parents, Leaders, at trainings?
- Can you effectively communicate to others the outcomes and decisions of a committee meeting?
- Do you prepare letters or emails for the Unit?
- Are you willing to ask questions?
- Is your body language always appropriate to working with young people and other Leaders?
- Can you appropriately engage with others when communicating in person?

PROJECT PLANNING

- Do you create a plan for the Unit for each term?
- Can you work out timescales and deadlines, yet be flexible?
- Have you set budgets and kept to them?
- Can you monitor a project or event and deal with challenges as they arise?
- Do you evaluate events/activities afterwards and make notes on how to improve them the next time?
- Can you manage resources - tools, people, materials?
- Can you manage your time to complete a task?

TEAMWORK

- Are you able to work with others to complete a task?
- Can you delegate tasks to others and coordinate them to achieve the overall outcome of the project?
- Do you work in a variety of teams in Guiding?
- Can you motivate others to keep going when challenges arise?
- Can you overcome the challenges of working with a variety of different personalities?
- Can you promote your skills within a group in order to ensure the best possible outcome?

ORGANISATION

- Can you select the right person for the task?
- Do you have a system for storing your craft materials, resources for games, Unit equipment?
- Are you able to organise distribution of items to everyone on your team or in your Unit?
- Do you have a filing system for Unit or committee records?
- Can you compile a report on an event or a term's activities by gathering information from others?
- Can you sort equipment and paperwork so that others can follow your system?

MANAGEMENT

- Can you manage a diverse group of girls or Leaders?
- Can you implement a plan agreed by others?
- Can you formulate a plan?
- Have you coordinated events or activities for large groups?
- Do you produce end-of-year reports and finances?
- Can you manage if things don't go to plan?
- Do you have initiative?
- Can you be decisive if required?



PROBLEM-SOLVING

- Can you clearly explain a difficult issue to others?
- Are you able to negotiate with others and manage conflicts?
- Will you guide girls to come up with the solution themselves if appropriate?
- Have you an insight into different types of people and why they might do what they do?
- Have you thought of solutions to potential problems before they arise?
- Do you take the required action to move things forward?

Action Plan

Now that you are familiar with some of the most transferable skills that employers like to see, it is useful to record the ones you have developed the most and those not yet developed.

Most Developed Skills:

1. _____
2. _____
3. _____

How I developed these:

Skills to develop:

Set yourself a target of developing some of the skills identified overleaf which you don't have or haven't had an opportunity to develop. Plan what you could do to improve these skills.

Skills to work on:

1. _____
2. _____
3. _____

What I can do to develop these:

