

Know Your Skills and Know Your CV facilitators guide

Know Your Skills

Know Your Skills is an online learning module for ages 15-24. It helps young people understand what skills are and how they can develop them. You can use Know Your Skills in a group or with individuals, on its own or to prepare for using other Careers New Zealand online tools eg, Skill Matcher or CV4Me.

Below are some suggestions that can help you use Know Your Skills with others.

1. Know Your Skills content overview

Know Your Skills takes about 20 minutes to complete. It covers the following areas:

1. What are skills and why have them?
2. How do skills transfer across your life?
3. Identifying skills
4. Displaying your skills

2. Using Know Your Skills with individuals

You might like to use Know Your Skills:

- in one-to-one sessions or group deliveries on career planning. You could ask your client to use Know Your Skills as a starting point for your discussion.
- as part of a session with clients to promote self-reflection and career management skills.

Possible questions and prompts

- How has your understanding of skills changed after completing this module?
- What are some ways you could use what you have learned?
- Are you able to list your own skills and examples to demonstrate these? What else would help you do this?
- What is one thing you could apply to your own situation now?
- What do you think your friends or family would say about your skills?
- If someone asked you to describe your skills, what would they be?
- Which of your own skills did you recognise in Tane's story?
- What is one thing you will now do differently because of what you learned in the module?
- How could you use what you have learned from this module to help you take your next steps?
- What will your next steps be?

Know Your CV

Know Your CV is an online learning module for ages 15-24. It helps young people understand what makes an effective CV and cover letter. You can use Know Your CV in a classroom or with individuals, on its own or to prepare for using other Careers New Zealand online tools eg, CV4Me.

Below are some suggestions that can help you use Know Your CV with others.

1. Know Your CV content overview

Know Your CV takes about 20 minutes to complete. It covers the following areas:

5. Why even have a CV?
6. What does a CV look like?
7. Skills... what skills?
8. How do I write a cover letter?

2. Using Know Your CV with individuals

You might like to use Know Your CV:

- in one-to-one sessions or group deliveries on CV and cover letter writing. You could ask your client to use Know Your CV as a starting point for your discussion.
- as part of a session with clients to promote career management and job search skills.

Possible questions and prompts

- How confident do you feel about writing a good CV and cover letter after completing this module? What are some things you still need to do?
- What are some ways you could tailor your CV to your situation or a job you are applying for?
- Do you know how to find out what an employer is looking for?
 - How can you show in your CV that your skills match what they are looking for?
 - How can you use your experience to show evidence of your skills?
- What is one thing you will now do differently because of what you learned in the module?
- How do you think you'll keep your CV up to date in the future?
- What will your next steps be? Do you know where to go if you need more help?