



Communication  
Lets talk about it!



# Employability skills

- On your table list as many skills you can think of that an employer would want.



# Employability skills

- Communication
- Willingness to learn
- Self manager
- Team worker
- Customer care
- Positive attitude
- Creativity
- Flexible working
- leadership

# Employability Skills

- You will now be given one of the employability skills listed, you will have 5 minutes on your table to write down why you think this skill is important.



# Basic communication

- There are many ways to communicate with people , this will be by either VERBAL COMMUNICATION – using our voice or NON VERBAL- expressing information through body language, there is also PHYSICAL COMMUNICATION – about touch and how we use our skills to enter a person’s personal space.
- On your table list how to communicate effectively and how we communicate through body language.

# Open Questions

- Open questions can start with any of the following:
- Who
- What
- When
- Would
- Where
- How
- Any questions starting with these words will automatically encourage a person to give more information.

# Closed Questions

- Closed questions are used to gain a limited amount of information, such as yes/no.
- In your groups provide a open and closed question that maybe asked during an interview.

# Stereotyping

- Does first impressions really count ?

