



# Knowledge Organiser

## Employability Skills – Understanding Mindset

Year 12

Autumn 1

Characteristics of a Fixed Mindset	Characteristics of a Growth Mindset
<ul style="list-style-type: none"> <li>• Believes intelligence and talent are fixed</li> <li>• Believes effort is fruitless</li> <li>• Believes failures define who they are</li> <li>• Hides flaws</li> <li>• Avoids challenges</li> <li>• Ignores feedback</li> <li>• Views feedback as personal criticism</li> <li>• Feels threatened by other's success</li> </ul>	<ul style="list-style-type: none"> <li>• Believes intelligence and talents can be developed</li> <li>• Believes effort is the path to mastery</li> <li>• Believes mistakes are part of learning</li> <li>• Views failure as an opportunity</li> <li>• Believes failures are temporary</li> <li>• Embraces challenges</li> <li>• Welcomes feedback</li> <li>• Views other's success as inspirational</li> </ul>

Mindset	Why it is important	How I can demonstrate it
<b>Honesty</b>	It shows employers you are trustworthy and responsible and can be a representative of the company	By showing respect to staff and customers
<b>Flexible</b>	Employers need to be able to rely on employees to react to changes and be adaptable to ensure the work is completed.	Having a positive attitude and a willingness to learn new ways to achieve targets and objectives.
<b>Accountability</b>	Employers need to know their employees are responsible for their work, can take on a task and complete it in the time given	By completing the tasks given and taking responsibility for every personal task. Accepting responsibility for mistakes
<b>Commitment</b>	The employer needs to know you will complete all tasks and all other aspects of the job	By being punctual and having the right attitude to work and taking it seriously

**Sales Representative**

- Commercial awareness.
- Maturity.
- Confidence.
- Patience.
- Interpersonal Skills
- Communication skills.
- Organisational skills.
- Record keeping
- Ability to drive
- Have your own car

### DIAMOND 9

**TASK 1:** Rank the skills and attributes from 1-9. 1 being the most important. Skill 10 is one you have removed from your list of importance- Explain why!

If there are any jobs or skills you don't know - ask your teacher

**TASK 2:** Explain which skill you have placed at number 1 and why and number 9.

**TASK 3:** Decide which school subject you most need to do this job

