

# Personal qualities

## Huanga whaiaro



### What are personal qualities?

Personal qualities are words that describe what you are like as a person. Another word for qualities is characteristics.

You would normally start off by saying I am... or if talking about someone else, he/she is...

They can be negative e.g. I am lazy

Or positive e.g. I am hard-working



### Why think about personal qualities?

- ▶ To help work out what you are like as a person.

By looking at what qualities you have now, you can work out what you need to develop for the future and what sort of jobs might suit you.

- ▶ To show other people what you are like when you need to.

Filling out an application form or going for an interview are two examples of where you will need to show other people what you are like.





# My personal qualities

## Ko ōku ake painga (whaiaro)

Here is a list of personal qualities. Highlight the ones that best describe you.

honest	loyal	generous
friendly	practical	creative
kind	polite	reliable
organised	caring	punctual
tolerant	shy	sociable
outgoing	dependable	happy
flexible	enthusiastic	serious
energetic	patient	determined
co-operative	sensitive	ambitious

Now think of some examples where you have demonstrated those qualities.

Personal quality	How I have shown this quality



# My personal qualities

## Ko ōku ake painga (whaiaro)



Here is a list of words describing a range of personal qualities.

Use them as prompts to help you when you are describing yourself to other people.

Use the grid to highlight any words that think best describe you.

honest sincere genuine	loyal trusting	generous	energetic
friendly	practical	creative	patient
kind	polite	reliable responsible	determined persevering hard-working
organised	caring considerate	punctual	co-operative
tolerant	shy	sociable confident lively outgoing	sensitive
genuine	dependable	happy	ambitious
flexible versatile adaptable	enthusiastic	serious	assertive
approachable	tactful discreet	self-reliant	enterprising innovative
calm	methodical	down-to-earth	observant

Think of some examples to demonstrate how you have shown these qualities.





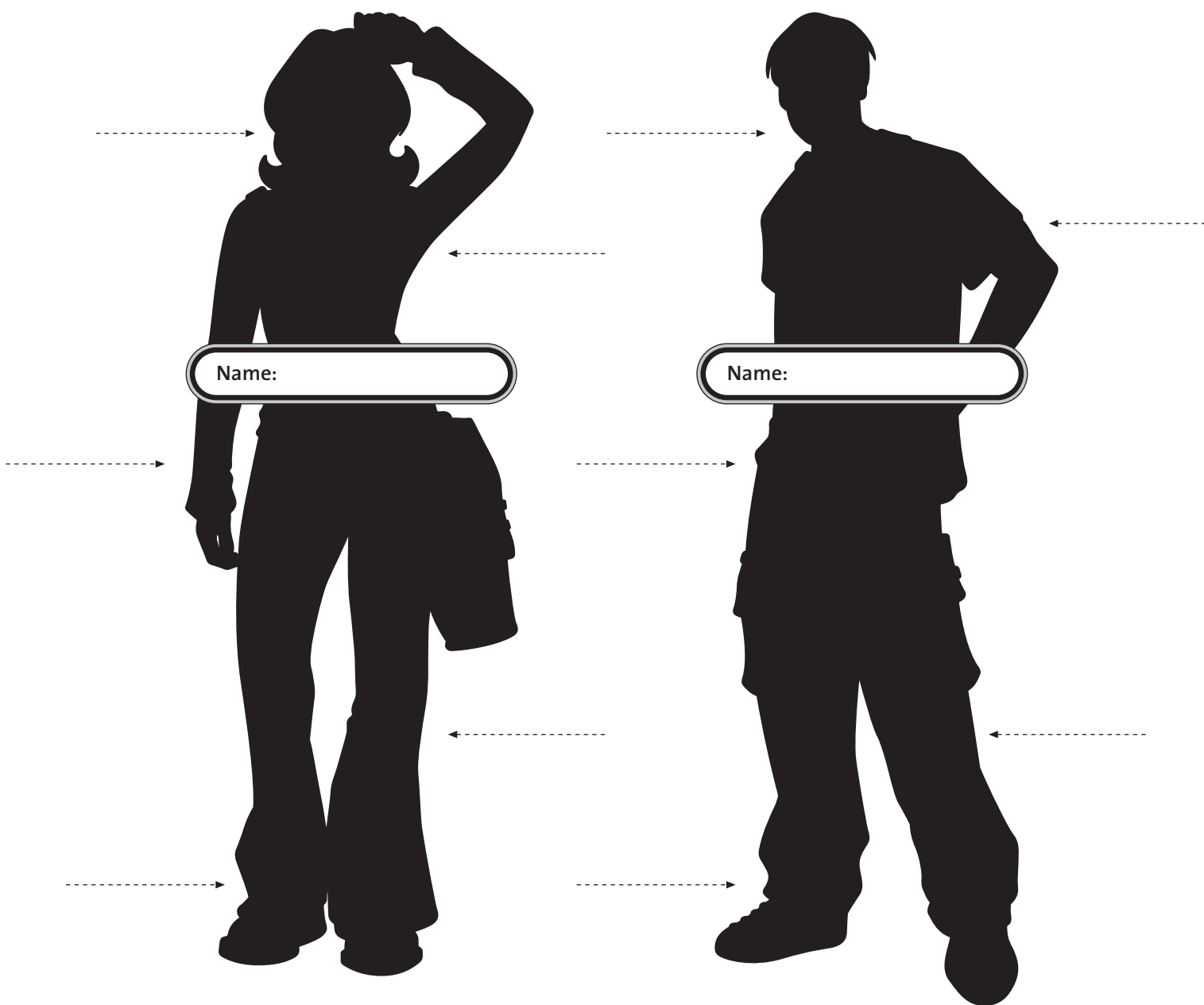
# Career Idol!

## Tauira umanga!

Think of someone you look up to or admire. The person could be famous or someone in your family.

**What makes them special?**

Write some words around them that describe their qualities.



Now try doing the same for yourself!





# Qualities wordsearch

## Kimikupu huanga



CARING

ENERGETIC

HONEST

PRACTICAL

SOCIABLE

CREATIVE

FLEXIBLE

ORGANISED

PUNCTUAL

POLITE

DETERMINED

FRIENDLY

PATIENT

RELIABLE

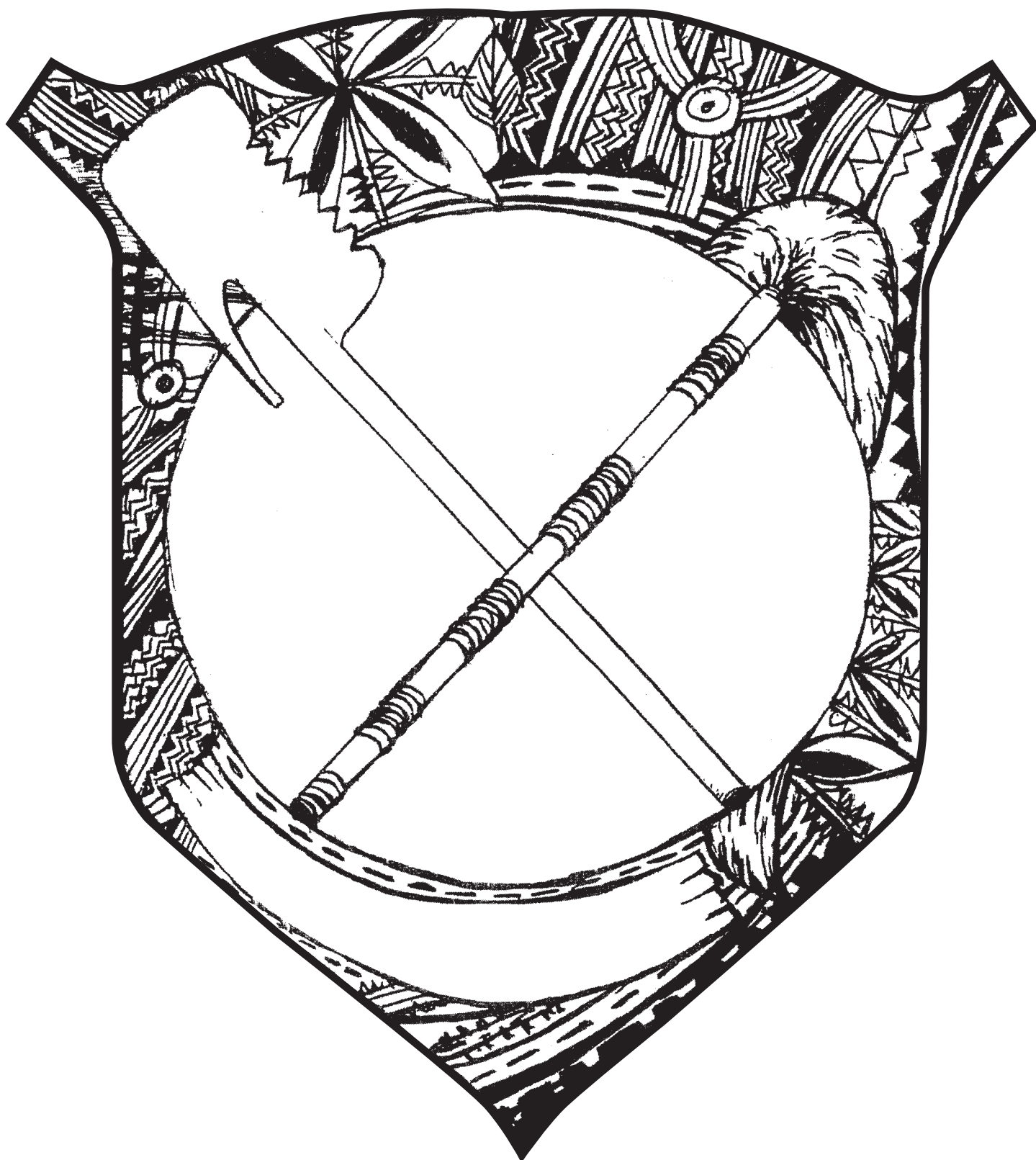
CALM





# My Personal Shield

## Tōku ārai whaiaro



# Values Uara



## What are values?

Values are your personal beliefs and things that are important to you in life.

Work values are words that can describe:

- ▶ what you want to get out of a job
- ▶ the conditions at work which you would be happy with
- ▶ how you want to balance work /study and time for other things in your life, like spending time with family.

Here are some statements that people make about their work values:



“I want a job that helps the environment”



“I want something that is well-paid”



“I want to stay local to be with my whānau”



“I want a job that gives me lots of travel”



“I want to work as part of a team”

## Why think about values?

- ▶ When people look for a job they often look for an employer or job that matches their own values.
- ▶ Your own values could influence your decisions in the future. They could also change over time depending on your situation.



# My values

## Ko ōku uara



Below are some examples of statements about work values. Have a look and rate your interest in them.

Use the following rating: **1** = Important    **2** = Don't mind    **3** = Not important

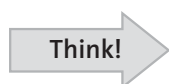
I would like a job that lets me:	Rate your interest
Be creative	<input type="radio"/>
Help people	<input type="radio"/>
Help the environment	<input type="radio"/>
Have lots of money	<input type="radio"/>
Be around lots of people	<input type="radio"/>
Be important	<input type="radio"/>
Spend time outdoors	<input type="radio"/>
Have lots of time with friends and family	<input type="radio"/>
Have lots of holidays	<input type="radio"/>

Write here any other values that are important for you:

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How could your values influence your choices about your future?



# My values for working life

## Ko ōku uara mahi



Use the table below to think about what would be important to you in working life.

Use this rating system: **1** = Important    **2** = Don't mind    **3** = Not important

I would like work that:	Rating
Makes use of my abilities	<input type="radio"/>
Gives me a sense of achievement	<input type="radio"/>
Keeps me busy	<input type="radio"/>
Gives me variety	<input type="radio"/>
Is well paid	<input type="radio"/>
Is steady and secure	<input type="radio"/>
Provides good working conditions	<input type="radio"/>
Involves working with a team	<input type="radio"/>
Is in a particular location	<input type="radio"/>
Gives me chances for promotion	<input type="radio"/>
Recognises my contribution	<input type="radio"/>
Lets me be in control and make decisions	<input type="radio"/>
Gives me social status	<input type="radio"/>
Helps other people or society	<input type="radio"/>
Matches my moral values	<input type="radio"/>
Lets me express what I believe in	<input type="radio"/>
Lets me learn new things	<input type="radio"/>
Lets me be creative	<input type="radio"/>
Lets me work unsupervised	<input type="radio"/>
Gives me balance between work and lifestyle	<input type="radio"/>

Now take a look at your results. What is really important to you?

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What type of work could match with your values?



# Balancing my time

## Te whakataurite wā



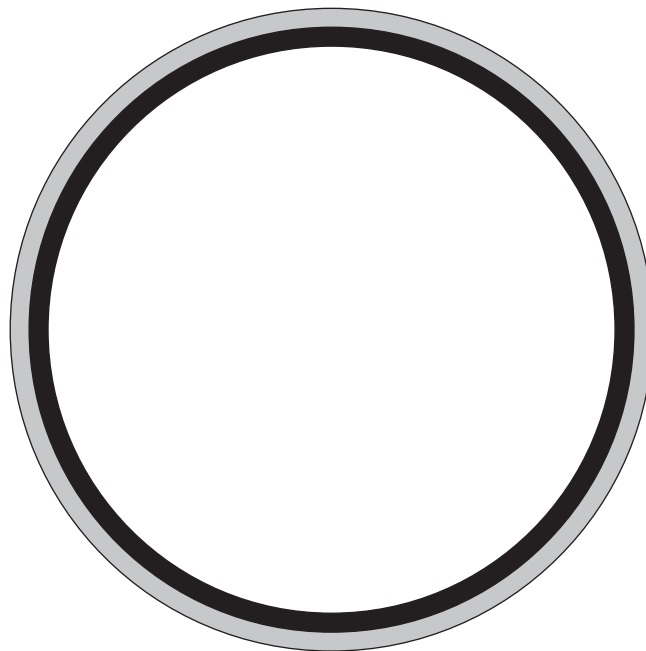
Take a look at how you spend your time now. How you could organise it better?

To make up a chart of how your typical day looks now:

- STEP 1** Write in the number of hours you usually spend on the tasks below.
- STEP 2** Convert the number of hours you spend into a percentage of your 24-hour day

I did this...	Hours	Percentage of 24-hour day
School	<input type="text"/>	<input type="text"/>
Sleep	<input type="text"/>	<input type="text"/>
Hobbies	<input type="text"/>	<input type="text"/>
Leisure	<input type="text"/>	<input type="text"/>
Chores/Jobs	<input type="text"/>	<input type="text"/>
Daily routines	<input type="text"/>	<input type="text"/>

- STEP 3** Now create the sections of the pie chart showing the time you spend for each task



What would your ideal day look like?

What could your day look like when you leave school?

Try making other pie charts to show what these days could look like.



# Achievements (Ngā) Whakatutukinga



## What are achievements?

Achievements are things you have done. Some achievements are recognised by getting an award or certificate, like passing an exam or winning a competition.

But it's not just about certificates or awards. They could be other things that are important to you and that you can be proud of. You could provide evidence of these achievements in other ways, such as getting other people like teachers, parents or employers to vouch for you.

You can find examples of achievements from things like:

- ▶ Subjects at school



- ▶ Interests and hobbies



- ▶ Part-time jobs



- ▶ Voluntary work for the community



- ▶ Helping out at home.



## Why think about achievements?



- ▶ To help you think positively and feel good about yourself.
- ▶ To show other people evidence of what you can do, and what you are like as a person.
- ▶ To look back at what skills and qualities you have shown to achieve what you did.



# What your achievements can say about you

## Whakatutukitanga: He kōrero mōu ake



Your achievements can show other people:

- ▶ What you can do
- ▶ What you are like as a person

Think about what you have achieved in school and outside of school.

What do your achievements say about you? Use the table below to help you.

At school:

I did this...	It shows I can... (skills I have)	It shows I am... (qualities I have)
Got my project in on time	Organise my work and meet deadlines	Organised and punctual
Represented the school at Kapa Haka	Perform in front of the public	Confident and a team player

Outside of school:

I did this...	It shows I can... (skills I have)	It shows I am... (qualities I have)
Collected money for charity	Communicate with the public	Confident and caring
Helped prepare for the cultural festival	Organise tasks	A team player



# Skills Pūkenga



## What are skills?

Skills are things you can do. Another word for them is abilities.

Everyone has skills in different areas of life and demonstrates them in all sorts of ways.

Skills can come from things like:

- ▶ Subjects at school



- ▶ Interests and hobbies



- ▶ Part-time jobs



- ▶ Voluntary work for the community



- ▶ Helping out at home



Skills that can be used in many different ways are called transferable skills. One example of a transferable skill is writing.

Other skills can be quite specific to a task or work type. Computer programming would be an example of a work-specific skill.

Skills are things that you can always improve in some way.

## Why think about skills?

- ▶ **To show what you can do now**

Skills are another way of showing employers what you can do, instead of just describing yourself in terms of subjects you have studied for or positions of responsibility you have had.

- ▶ **To help with future career ideas**

Jobs can require different levels and types of skills. By looking at what skills you have now, you can work out what you need to develop for the future.

Not sure what you want to do? It's a good idea to get lots of skills anyway to give yourself a chance when you do come to decide.



# My people skills

## Ko ōku pūkenga whakahoahoa



Here are some examples of some skills working with people:

**Advising** someone on the best course of action

**Influencing** somebody to do something

**Managing** a group of people to complete a task

**Persuading** people to buy a product

**Speaking** to others clearly

**Teaching** people how to do something

**Communicating** to individuals or groups

**Listening** to people's questions

**Motivating** someone to do well

**Presenting** information in front of a group

**Supervising** other people



Use this table to help work out skills you have gained. They could be examples from school, hobbies and interests, things you help out with at home, in the community or in part-time work.

Use some skills from the list above or add in your own skill words.

People skills	Your examples
Skill 1	Example 1: <hr/> Example 2:
Skill 2	Example 1: <hr/> Example 2:
Skill 3	Example 1: <hr/> Example 2:

### My people skills goal!

One skill I would like to get better at	One way I could do this



# My information skills

## Ko ōku pūkenga pārongo



Here are some examples of skills that involve working with information:

- Reading** information to find the facts you need
- Researching** information to find out about a range of products
- Writing** reports to show facts and figures
- Analysing** information to make decisions on what to buy
- Calculating** how much money you need to spend
- Budgeting** your money to save up to make a purchase
- Checking information** to make sure it is correct
- Following instructions** correctly
- Sorting** information into correct groups



Use this table to help work out skills you have gained. They could be examples from school, hobbies and interests, things you help out with at home, in the community or in part-time work.

Use some skills from the list above or add in your own skill words.

Information skills	Your examples
Skill 1	Example 1: <hr/> Example 2:
Skill 2	Example 1: <hr/> Example 2:
Skill 3	Example 1: <hr/> Example 2:

### My information skills goal!

One skill I would like to get better at	One way I could do this



# My creative skills

## Ko ōku pūkenga auaha



Here are some examples of skills that involve being creative in some way:

**Writing** in a creative way

**Designing** or drawing new objects

**Creating** new objects

**Composing** music

**Performing** on a stage



Use this table to help work out skills you have gained. They could be examples from school, hobbies and interests, things you help out with at home, in the community or in part-time work.

Use some skills from the list above or add in your own skill words.

Creative skills	Your examples
Skill 1	Example 1: ----- Example 2:
Skill 2	Example 1: ----- Example 2:
Skill 3	Example 1: ----- Example 2:

### My creative skills goal!

One skill I would like to get better at	One way I could do this



# My practical skills

## Ko ōku pūkenga mahi ā-ringa/ā-tinana



Here are some examples of some practical skills. They involve using your body and working with physical things.

Fixing things

Using your hands

Operating machinery

Making or constructing things

Driving



Use this table to help work out skills you have gained. They could be examples from school, hobbies and interests, things you help out with at home, in the community or in part-time work.

Use some skills from the list above or add in your own skill words.

Practical skills	Your examples
Skill 1	Example 1: <hr/> Example 2:
Skill 2	Example 1: <hr/> Example 2:
Skill 3	Example 1: <hr/> Example 2:

### My practical skills goal!

One skill I would like to get better at	One way I could do this





# Information skills

## Pūkenga pārongo



ANALYSING

FACTS

NUMBERS

WORDS

BUDGETING

FIGURES

READING

WRITING

CALCULATING

INFORMATION

RESEARCHING

DATA





# Creative skills

## Pūkenga auaha



ADAPTING

DESIGNING

IMPROVISING

SKETCHING

COMPOSING

DRAWING

INVENTING

VISUALISING

CREATING

EXPERIMENTING

PERFORMING

WRITING





# People skills

## Pūkenga whakahoahoa



ADVISING

COMMUNICATING

INFLUENCING

LISTENING

MANAGING

MOTIVATING

PERSUADING

PRESENTING

SPEAKING

SUPERVISING

TEACHING

PEOPLE





# Practical skills

## Pūkenga mahi ā-ringa/ā-tinana



ASSEMBLING

DRIVING

OPERATING

PROBLEM SOLVING

CONSTRUCTING

FIXING

PHYSICAL

REPAIRING

COORDINATION

MENDING

PRECISION

PRACTICAL

