



Employability: Getting On

Angus Farr – Training Counts

Angus Farr MA FCA MCIPD

- Qualified with a medium sized firm in London
- Has worked in various training and HR roles post-qualification
- Now Angus runs workshops for professional staff in commercial and management skills



What we'll cover today

7 key skills for succeeding in your first role:

1. Commerciality
2. Time management
3. Communication skills
4. Teamwork skills
5. IT skills
6. Professionalism and ethical behaviour
7. Self-development

1. Commerciality

- Maintain your interest in them!
 - Keep researching
 - Ask questions
- Appreciate the ‘bigger picture’
- Use your existing knowledge
- Apply some simple models
 - SWOT, 5Ms, PEST, Growth matrix

2. Time management

- Importance / urgency
- Identify your 'time devils'
- What are you going to do?
 - To-do lists
 - Diary management
 - Email management

3. Communication skills

- Written
 - Before: plan
 - During: structure, style, spoilers
 - After: proofing and appearance
- Verbal
 - Impact: words, voice, non-verbal
 - Presentations: managing your material, your delivery, your self and your audience

4. Teamwork skills

- You may well be in more than one!
- Listen before speaking
- Substance and style!
- Team goals and individual goals

5. IT skills

- A mix of old and new!
 - Some familiar packages you'll use in the same way
 - Some you'll use in different ways
 - And some you'll use for the first time!
- Formal and informal training
- Always seek help!
- Always stay secure!

6. Professionalism and ethical behaviour

- A job or a profession?
- Ambassador role
- Fundamental ethical principles:
 - Integrity
 - Objectivity
 - Professional competence and due care
 - Confidentiality
 - Professional behaviour

7. Self-development

- Fundamental transition from education to work
 - Responsibilities
 - Opportunities
- Continuing Professional Development:
 - Reflect
 - Act
 - Impact
- Always seek feedback



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