Contents

How you can use this book ix

SECTION 1 Identifying and Building Employability Assets

1 Understanding employability and your development needs 3
2 Employability audit, learning logs and portfolio-building 13
3 Reflection and transferable skills 31
4 Enhancing your profile: standing out from the crowd 54

SECTION 2 Developing Essential Employability Assets

5 Managing projects, managing yourself 71
6 Teamwork 1: Getting started 92
7 Teamwork 2: Maintenance 112
8 Customer facing skills 134

SECTION 3 Into Work

9 Preparing the evidence 153
10 Finding a job 169
11 Career management: creating opportunities 186
12 Into work: succeeding in the workplace 202

References 214
Index 218