

Employability Skills Development Journey







The University of Edinburgh Graduate Attributes framework refers to the unique skills and mindsets that students develop while studying at the University of Edinburgh.

The Digital Skills Team in collaboration with the Careers Service, have referred to multiple sources including the World Economic Forum, Prospects, TARGETjobs, Udemy, LinkedIn, Jisc and GOV.UK, in order to determine the essential employability skills and general competencies that employers are looking for in graduates. The sources all identify similar employability skills, the majority of which are also included within the University's Graduate Attributes framework. Consequently, the resources in this document are structured around the mindsets and skills in the Graduate Attributes Framework, while also covering the key employability skills mentioned by the above sources.

To assist you, this checklist has been organised so that the mindsets, skill groups and employability skills are grouped together based on the shared competencies they possess, in order to create a concise list of resources that you can use to develop all aspects of your employability.

By developing your Graduate Attributes and employability skills, you can set yourself apart from other graduates, and make yourself more appealing to recruiters.

This checklist provides you with a variety of resources to help you achieve all the key digital tasks that you can undertake to develop your graduate attributes and employability skills. The resources will also help to develop the six elements of digital capability as set out in the University's Digital Skills Framework, ensuring that you have the digital skills you need, to do what you need to do.

	Digital proficiency and productivity
	Information, data and media literacies
	Digital creation, problem solving and innovation
	Digital communication, collaboration and participation
	Digital learning, development and teaching
	Digital identity and wellbeing

More information about the six elements of digital capability can be found on:
<https://www.digitalskills.ed.ac.uk/about-the-framework/>

In addition to this checklist, you can use the MyEdGE workbook in PebblePad to further develop your Graduate Attributes by identifying your strengths and reflecting on your experiences.













Skills: Research and enquiry

Mindset: Enquiry and lifelong learning

These Graduate Attributes include developing the following abilities:

- Problem solving
- Knowledge integration and application
- Independent research
- Handling complexity and ambiguity
- Digital literacy
- Numeracy

The following resources can help you develop these skills alongside your digital capabilities:

✓	Digital Skills Development Resources	Delivery Method	Digital Capabilities
	Digital Skills Toolkit: Digital creation, problem solving and innovation	Online learning material and guidance	
	Digital creation, problem solving and innovation workshop	Classroom	
	A framework for problem solving (video), taken from Problem Solving for Web Professionals (course)	Online course – LinkedIn Learning	
	Online Development Toolkit: Problem Solving	Online learning material and guidance	
	Digital Skills Toolkit: Information, data and media literacies	Online learning material and guidance	
	Information, data and media literacies workshop	Classroom	
	Creating critical thinkers through media literacy	TED talk	 
	Critical Thinking	Online course	 
	Survey Tools for Research, Evaluation and Planning	Online information and services	
	Choosing the right research tools	Online course – LinkedIn Learning	

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✓	Digital Skills Development Resources	Delivery Method	Digital Capabilities
	Using Google for research guide	Online information and services	
	Search engine tips	Online information and services	
	Library Bitesize: Copyright - introduction and guidance	Classroom	
	Library Bitesize: Fake News vs Real News: Discovering News Sources	Classroom	
	Digital Skills Toolkit: Digital proficiency and productivity	Online learning material and guidance	
	Digital proficiency and productivity workshop	Classroom	
	An Introduction to Microsoft Office 365	Classroom	
	Digital literacy: succeeding in a digital world	Online course – The Open University	
	Developing Your Data Skills Programme	Online learning material and guidance	
	Excel 2016: Intermediate	Classroom	
	Excel 2016 Essential Training	Online course – LinkedIn Learning	











Skills: Personal and intellectual autonomy

Mindset: Aspiration and personal development

These Graduate Attributes include developing the following abilities:

- Ethics and social responsibility
- Self-awareness and reflection
- Independent learning and development
- Creativity and inventive thinking
- Decision making

The following resources can help you develop these skills alongside your digital capabilities:

✓	Digital Skills Development Resources	Delivery Method	Digital Capabilities
	Online Development Toolkit: Social Responsibility	Online learning material and guidance	
	Social Responsibility and Sustainability information for students	Online learning material and guidance	
	Online Development Toolkit: Self-Awareness	Online learning material and guidance	
	Reflecting for self-awareness	Online learning material and guidance	
	Digication ePortfolios	Online course – LinkedIn Learning	
	Writing a Compelling Blog Post	Online course – LinkedIn Learning	
	Online Development Toolkit: Self-Development	Online learning material and guidance	
	Online Development Toolkit: Self-Motivation	Online learning material and guidance	
	Human Resources Toolkit: Career Development	Online learning material and guidance	
	Human Resources Toolkit: Giving & Receiving Feedback	Online learning material and guidance	

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✓	Digital Skills Development Resources	Delivery Method	Digital Capabilities
	Giving and Receiving Feedback	Online course – LinkedIn Learning	
	Gaining Skills with LinkedIn Learning	Online course – LinkedIn Learning	
	Digital Skills Toolkit: Digital learning, development and teaching	Online learning material and guidance	
	Digital learning, development and teaching workshop	Classroom	
	Creative Thinking	Online course – LinkedIn Learning	
	Prezi: Essential Training	Online course – LinkedIn Learning	
	Adobe Spark - Create Social Graphics, Web Pages and Videos in Minutes	Classroom	
	Initiative (video) taken from Jodi Glickman on Make 'Em Love You at Work	Online course – LinkedIn Learning	
	Human Resources Toolkit: Setting Effective Objectives	Online learning material and guidance	
	Online Development Toolkit: Decision Making	Online learning material and guidance	

Skills: Personal effectiveness

These Graduate Attributes include developing the following abilities:

- Leadership
- Planning, organising and time management
- Commercial / Professional / Situational awareness
- Team working
- Assertiveness and Confidence
- Change management
- Enterprise and Entrepreneurship
- Flexibility

The following resources can help you develop these skills alongside your digital capabilities:

✓	Digital Skills Development Resources	Delivery Method	Digital Capabilities
	Human Resources Toolkit: Personal Effectiveness	Online learning material and guidance	
	Human Resources Toolkits: Leadership	Online learning material and guidance	
	Human Resources Toolkit: Management & Leadership Styles	Online learning material and guidance	
	Human Resources Toolkit: New Manager	Online learning material and guidance	
	Human Resources Toolkit: Coaching	Online learning material and guidance	
	Human Resources Toolkit: Delegation	Online learning material and guidance	
	Charlene Li on Digital Leadership	Online course – LinkedIn Learning	 
	Online Development Toolkit: Leadership & Strategy	Online learning material and guidance	
	Microsoft Project Web App Essential Training	Online course – LinkedIn Learning	   
	Microsoft Planner Essential Training	Online course – LinkedIn Learning	   

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✓	Digital Skills Development Resources	Delivery Method	Digital Capabilities
	Prioritizing Your Tasks	Online course – LinkedIn Learning	
	Human Resources Toolkit: Time Management	Online learning material and guidance	
	Time Management Fundamentals	Online course – LinkedIn Learning	
	Online Development Toolkit: Commercial Awareness	Online learning material and guidance	
	Business awareness information	Online learning material and guidance	
	Teamwork Foundations	Online course – LinkedIn Learning	
	Collaboration and Teamwork (playlist of 8 courses)	Online course – LinkedIn Learning	
	Human Resources Toolkit: Developing Others	Online learning material and guidance	
	Human Resources Toolkit: Development Discussions	Online learning material and guidance	
	Team Collaboration in Office 365	Online course – LinkedIn Learning	
	Human Resources Toolkit: Assertiveness	Online learning material and guidance	
	Becoming More Assertive	Online course	
	Online Development Toolkit: Confidence	Online learning material and guidance	
	Communicating with Confidence	Online course – LinkedIn Learning	
	Online Development Toolkit: Change Management	Online learning material and guidance	
	Creating Digital Innovations	Online course – LinkedIn Learning	
	Online Development Toolkit: Innovation	Online learning material and guidance	
	Human Resources Toolkit: Resilience	Online learning material and guidance	
	Building Resilience	Online course – LinkedIn Learning	
	Learning from Failure	Online course – LinkedIn Learning	

Skills: Communication Mindset: Outlook and Engagement

These Graduate Attributes include developing the following abilities:

- Interpersonal skills
- Verbal communication and presentation
- Cross-cultural communication
- Written communications
- Influencing and negotiation skills
- Social media

The following resources can help you develop these skills alongside your digital capabilities:

✓	Digital Skills Development Resources	Delivery Method	Digital Capabilities
	Digital Skills Toolkit: Digital communication, collaboration and participation	Online learning material and guidance	
	Digital communication, collaboration and participation workshop	Classroom	
	Human Resources Toolkit: Communication	Online learning material and guidance	
	Building Your Professional Network	Online course – LinkedIn Learning	
	Office 365 – Workplace productivity training	Online course	
	Human Resources Toolkit: Presentation Skills	Online learning material and guidance	
	Design and Delivery of Digital Presentations: Tips	Online course – LinkedIn Learning	
	G Suite Learning Centre Training videos and tutorials on how to use Google Apps	Online learning material and guidance	
	Skype for Business Essential Training	Online course – LinkedIn Learning	

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✓	Digital Skills Development Resources	Delivery Method	Digital Capabilities
	PowerPoint 2016 Essential Training	Online course – LinkedIn Learning	
	Human Resources Toolkit: Difficult Conversations	Online learning material and guidance	
	Having Difficult Conversations	Online course – LinkedIn Learning	
	Developing Cross-Cultural Intelligence	Online course – LinkedIn Learning	
	Communicating with Empathy	Online course – LinkedIn Learning	
	Academic Blogging: Blogging to build your professional profile	Classroom	
	Outlook on the web Essential Training	Online course – LinkedIn Learning	
	Business Writing Principles	Online course – LinkedIn Learning	
	Word: Beyond the Basics	Classroom	
	Thesis Hub: Producing your thesis or dissertation in Word	Online Course – self-enrol course on Learn	
	Online Development Toolkit: Negotiation and Influencing	Online learning material and guidance	
	Negotiation Foundations	Online course – LinkedIn Learning	
	Professional Social Networks - LinkedIn, Academia.edu, ResearchGate (Thing 20 from 23 Things for Digital Knowledge)	Online learning material and guidance	
	How to Rock Social Media	Online course – LinkedIn Learning	
	Learning LinkedIn	Online course – LinkedIn Learning	
	Twitter and Facebook (Things 7 and 8 from 23 Things for Digital Knowledge)	Online learning material and guidance	
	Facebook for Photo and Video Pros	Online course – LinkedIn Learning	

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