



LUMINARY  
BAKERY

Future Focus



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# Disclaimer

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# WELCOME TO 'FUTURE FOCUS'!

In this pack and in the coming weeks we will be focusing on our future of employability, our strengths and how we can develop these for our future. We recommend that if you can, getting yourself a note book to make notes for this pack and the following ones so that when we return back to Luminary Bakery we can work on these together.

## WHAT SKILLS ARE EMPLOYERS LOOKING FOR?

### COMMUNICATION SKILLS

These are the skills required to give or receive messages accurately to and from other people by speaking or in writing, without misunderstandings.

### TEAM-WORK

The ability to work with others in groups and teams, both formal and informal. Not everyone is required to work in a close-knit team—despite the language used in many organisations—but the ability to function well in a group is a vital skill in most jobs.

### RELIABILITY

Being reliable and dependable: doing what you say you will by the deadline you have agreed, and turning up when you are meant to be there.

### EAGERNESS TO LEARN

A willingness to learn new skills, whether those are job-specific or more general.

### PROBLEM-SOLVING AND DECISION-MAKING

The skills needed to work effectively with others to identify, define and solve problems, including making decisions about the best course of action. Of course, it is also possible to make decisions and solve problems on your own, but being able to do so with others is a great skill.

### CONFLICT RESOLUTION AND MEDIATION

Being able to resolve disagreements in a positive way, whether your own disagreements or those involving other people. These skills are often underrated until there is a problem.

### TIME KEEPING

Being 'on time' or 'punctual' means being able to arrive on time and to meet deadlines, this is essential to a professional environment. Keeping to times shows that you are keen to work and learn and taking the job seriously.

**Refocusing on the future and our next steps might be exciting and worrying all at once - remember to take it step by step and that the Luminary team are here to support you.**

**Remember to ask us questions!**

## WHAT CAN I DO?

Now that we've had a look at the skills that employers want to see, let's reflect on what are strengths are and start working towards what we can improve on.

Below we have an example of 'Betty Baker' who is working on improving her skills for a new job. Let's take a look...

### WHAT ARE MY TOP 3 STRENGTHS

**1. Eagerness to learn**

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**2. Reliability**

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**3. Communication skills**

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### WHAT TOP 3 SKILLS DO I NEED TO IMPROVE ON

**1. Conflict Resolution**

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**2. Problem Solving**

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**3. Time-Keeping**

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### WHAT STEPS CAN I TAKE TO IMPROVE ON THESE SKILLS

**1.** Working on managing my emotions, practice listening to others.

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**2.** Being confident in my ideas, communicating more with others.

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**3.** Going to bed early to get into a routine. Remebering to set my alarm.

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Sometimes our strengths and skills are hard to come up with but just think of everything that you have achieved at Luminary in such a short space of time! Consider these examples, and the ones you want to improve in, on the next page.

**WHAT ARE MY TOP 3 STRENGTHS**

**1.**

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**2.**

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**3.**

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**WHAT TOP 3 SKILLS DO I NEED TO IMPROVE ON**

**1.**

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**2.**

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**3.**

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**WHAT STEPS CAN I TAKE TO IMPROVE ON THESE SKILLS**

**1.**

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**2.**

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**3.**

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# Helplines

As Luminary Limited is a charity registered within the UK, the following helplines are UK only.

In the event you are concerned for your, or another persons' health or wellbeing, you can seek further information and help from the following:

If you or someone else is in immediate danger **always** phone 999.

For health queries that are not an emergency but you feel are urgent, you can call 111.

## Mental Health

If you are experiencing Self Harm or Suicidal thoughts, call NHS: 111 and your GP for an urgent appointment.

Papyrus HOPELINE (under 35's): 0800 068 4141

Samaritans 116 123 or text Shout to 85258  
[www.mind.org.uk](http://www.mind.org.uk)

## Domestic Abuse

The National Domestic Abuse Helpline 0808 2000 247

National Stalking Helpline 0808 802 0300

# Helplines

## Homelessness

Shelter 0300 636 1967  
[shelter.org.uk](https://www.shelter.org.uk)

Local Authority Housing Options Teams (HOST) have a duty of care if someone presents as homeless. You can find the phone number for your HOST at:

[www.gov.uk/homelessness-help-from-council](https://www.gov.uk/homelessness-help-from-council)

## Modern Slavery

Modern Slavery Helpline - 08000 121 700  
[modernslaveryhelpline.org](https://www.modernslaveryhelpline.org)





# LUMINARY BAKERY

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