



When you are attending the talks today, please note the skills that the speakers refer to as being central to their job / role. Do you have these skills? Would you like to develop these skills more?

Insight into others: Understanding other people.	
Openness: Inclined to share personal experiences and trust people.	
Speaking: Can present information clearly and confidently.	
Active listening: Gives full attention to what other people are saying.	
Persuasion: Shows ability to influence people's beliefs and actions.	
Teamwork: Works easily with groups of people.	
Leadership: Has the ability to communicate a vision or goal.	
Planning: Creates clear goals, identifies and finds the resources.	
Time management: Takes the time to organise events and tasks carefully.	
Practical: Uses equipment, tools or technology effectively and learns quickly.	
Problem solving: Finds and chooses effective solutions to problems.	
Business awareness: Has a good sense of the business opportunities.	
Customer focus: Shows understanding and concern for customers' needs.	
Learning: Seeks and willingly takes opportunities to learn.	
Adaptability: Adapts easily to new challenges.	
Goal setting: Ability to make a decision about what is wanted.	
Sensitivity to others: Inclined to find ways to help people.	
Initiative: Takes the initiative to improve a situation.	
Independence: Able to perform tasks effectively with minimum help.	
Dependability: Is reliable, responsible and dependable in fulfilling duties.	
Other important skills mentioned:	

Sample questions to ask the speakers...

- Q: What is the best part about your job?
- Q: What qualities do you look for when you are employing someone?
- Q: What is the most difficult part of your job?
- Q: What type of person is best suited to your role?
- Q: How long does it take to qualify in your area?



When you approach a stand...

- Do** have a specific strategy for maximizing your time at the event – (a) the stands you need to visit and (b) time for stands that will attract your attention.
- Do** have a few questions prepared, but **don't** ask questions that any good student should already know, such as "What does your College do?"
- Don't** monopolize a stand. Other students need to ask questions too!!
- Do** listen to other students' questions and the answers they get, there might be something that you overlooked.

Sample questions to ask the stand holders... add some extra questions yourself

1. If it is a technical based course, how much Maths is there?
2. If it is a text based course, how many books do I have to read per week/month?
3. How many hours of lectures/tutorials/practicals are there each week?
4. Is there continuous assessment / project work?
6. Is there an opportunity to study abroad?
7. Is there a work experience component to the course?
8. What are the opportunities available when you graduate?
9. How does this course differ from the equivalent one in another college?
10. Is there a portfolio/aptitude test/ interview as part of the entry procedure?
11. What professional organisations recognise the degree?
12. Does the degree obtain exemptions from exams e.g. accounting organisation?
13. How many extra courses/exams will I have to do to become qualified as, e.g. a solicitor, an accountant, and engineer?
14. If I don't get the points, are there alternative entry routes?
15. Is it difficult to get accommodation close to the institution?
16. What scholarships are available?



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