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# How to improve your skills



**Easy read booklet**  
**STELLA**

# Who we are and what we do



We are a group of disabled people called STELLA.



We want to help disabled people get better skills. We hope these skills will help you be

- more independent - this means being able to do things for yourself
- get a job.



A **skill** is something you are good at. For example, you might be good as reading or working on the computer.



We use games to help your skills get better. Other adults will help you with the games we talk about in this booklet.

# The 6 skills



There are 6 skills in our booklet.

They are



1. Organizational Skills

2. Social Behaviour

3. Team Ability

4. Critical Thinking

5. Communication Skills

6. Technical Skills



These skills are important. They can help you be more independent. We also hope they will help you get a job.

# 1. Organizational skills



If you have good **organizational skills** you are good at arranging things and making plans.



Organizational skills are important if you want a job and in lots of other areas of your life.



If you have good organizational skills you might be in charge of an **event**. Some events are small and some are big.



Small events are things like a birthday party or a meeting. Big events are things like a music festival.



Think about how to organize a birthday party.

For example,



**Before the party** - you need to make a plan.

This might include

- when and where your party will be
- what food or drinks you will give to people
- the decorations, games or music you want
- how you will pay for the party.



**At the party** - you need to follow your plan. You need to make sure everything is in the right place and happens at the right time.



**After the party** - you might think about whether the party went well. You might also plan what you will do differently next time you organize a party.

## 2. Social behaviour



**Social behaviour** is how you act when you are with other people. For example, when you are on a bus, in a café or visiting friends. Good social behaviour is important.



Good social behaviour is useful if you want a job. For example, when you have a job you need to

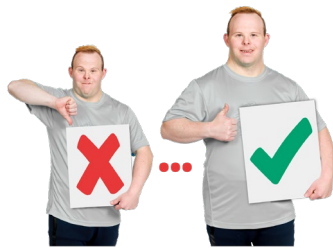
- arrive on time and follow the rules
- treat other people in the right way
- try to do all your tasks well.



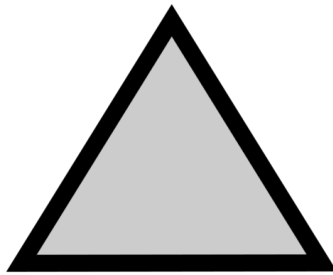
Other good social behaviour is when you



- ask for help at the right time
- act in the right way
- get to know to other people and make friends.



We have written some games to help you learn the right social behaviour to use in different places.



The games are called

- Do what I do
- Triangle cheese pieces
- Real life
- What is happening in the photo?
- Working together
- A day in the work place
- Sharing my secret
- The feedback pool.



### 3. Team ability



A **team** is 2 or more people working together. You have **team ability** if you work well in a team.

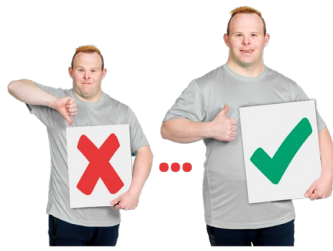


To work well in a team it is important to

- arrive on time
- listen to and talk to other people in the right way
- tell other people your ideas
- act in the right way
- ask for help at the right time
- try your best.



You need to work in a team in lots of jobs.

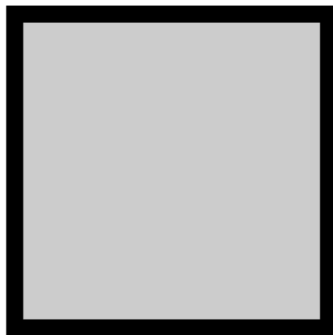


We have written some games to help you learn to work well in a team.

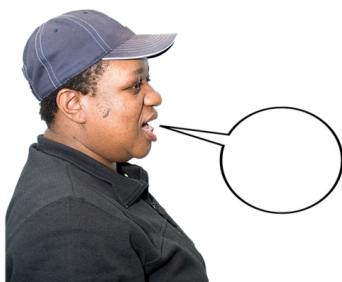


The games are called

- The Mine Field Game
- The "Spaghettis and Marshmallows" Game
- Team-Up Game
- The "Perfect Square" Game.



We asked people if playing these games helped them with their team ability.



One person said  
"Now, I can help someone who needs my help".

## 4. Critical thinking



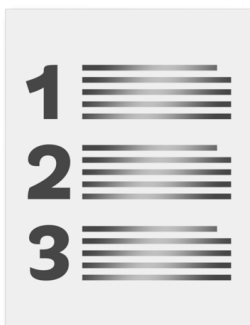
**Critical thinking** is when you think carefully about a situation. You need to think about the facts of the situation and not how you or others feel.



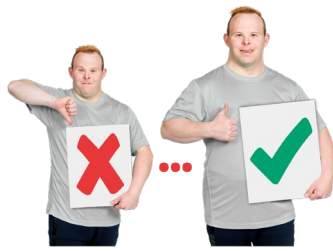
Critical thinking is a useful skill.



**Constructive criticism** is when you tell someone the good and bad things about them or their work. You should do this a friendly and truthful way.



It is important to know all the facts before you give constructive criticism to someone.



We have written some games to help you learn about critical thinking and constructive criticism.



The games are called

- Do you agree?
- The Court.



If you are criticized by someone it might be hard for you. You might feel sad or angry.



But it's important to think about what you have been told so you can try to do things better in future.



If you criticize someone else it's important to remember that the other person might find it hard. Try to be friendly and kind and use the right words.

## 5. Communication skills



**Communication skills** include speaking for yourself and listening to other people. Communication is mostly about words. But it is also about body language and how your voice sounds.



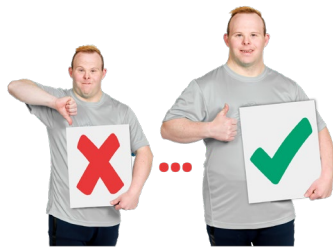
**Body Language** is the way you move parts of our body to show how you feel. For example, you might cross your arms if you don't like what someone is saying to you.



**How your voice sounds** is sometimes called your tone of voice. For example, you might speak quietly if you are worried or loudly if you are angry.



Good communication skills are important if you want to get a job.



We have written some exercises and games to help you learn good communication skills.



The exercises are called

- Communication Guide - Exercise 1
- Communication Guide - Exercise 2.



The games are called

- One word at a time
- Pillow
- Slow motion
- Get it together
- Producing a video
- Radio workshops.



## 6. Technical skills



**Technical skills** are the special skills you need to do some tasks.

They include



- **Manual skills.** This means you can work with your hands. For example, doing building work.



- **Time management skills.** This means you are on time for work and do your job in the right amount of time.



- **Money management skills.** This means you look after and spend money in the right way.



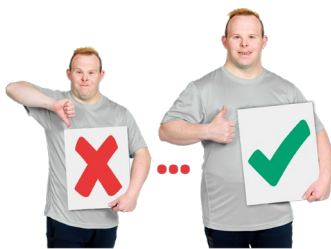
- **Technology skills – audio visual equipment.** This means you know how to use things like computers, cameras and microphones.



- **Self-presentation and performance skills.** This means you are clean and wear the right clothes. It also means you have good communications skills.



- **Teamwork skills.** This means you work well in a team to complete tasks.



We have written some games to help you learn good technical skills. The games are called

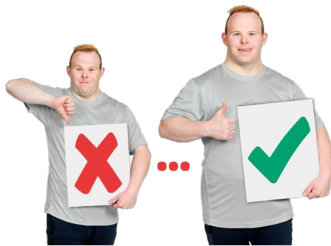
- Learning by Doing
- The 'Together' Pathway.



# More information about us



We hope you liked this booklet.



We hope you have learnt lots of new skills.



You can find more information and help from us on our website  
<http://www.ella-ella.eu/stella/>

Thank you to A2i for the words  
**www.a2i.co.uk** (reference 31570)

The full version of this document is called  
“STELLA handbook”