

## GWEITHGARWCH GRŴP – CYFNEWID CARDIAU

Gweithgarwch hwyliog a rhyngweithiol i helpu unigolion i ganfod y sgiliau sydd ganddynt ac y gallant sôn amdanynt ar eu CV ac mewn cyfweiliad.

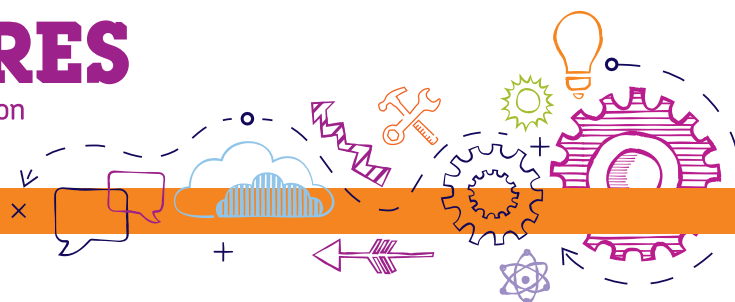
### Cyfarwyddiadau

#### Rhan 1

- Rhowch unrhyw 3 cherdyn i bob chwaraewr
- Rhowch yr holl gardiau sy'n weddill ar fwrdd yng nghefn yr ystafell. Efallai y bydd rhai cardiau yn union yr un fath â'r rhai rydych wedi'u dosbarthu. Bydd y cardiau hyn yn cael eu defnyddio'n ddiweddarach yn y gweithgarwch hwn.
- Rhaid i bob chwaraewr benderfynu a yw'r sgiliau ar y cerdyn yn sgiliau y byddent yn eu hystyried yn gryfderau iddynt. Un ffordd o asesu hyn yw drwy ofyn iddynt feddwl am enghreifftiau lle maent wedi dangos y sgil.
- Dywedwch wrth y grŵp wedyn i drafod â'u cyd-ddisgyblion - gan gyfnewid y cardiau nad ydynt yn teimlo sy'n un o'u cryfderau am y cardiau sgiliau y maent yn eu hystyried yn gryfderau iddynt. Nod y rownd yma yw cael cardiau sy'n cynrychioli'u cryfderau orau.
- Ni ddylai'r chwaraewyr boeni os na allant gyfnewid pob un o'u cardiau.
- Dylid annog y chwaraewyr i gyflwyno achos da pam mae cerdyn yn berthnasol iddynt hwy.
- Dylid annog y chwaraewyr i gyflwyno achos ynghylch pam y gallai un o'u cardiau fod yn gryfder i rywun arall (ffordd dda o gyfnewid adborth)
- Ar ôl i'r drafodaeth ddod i ben, rhowch gyfle i'r chwaraewyr fynd at y bwrdd yn y cefn a newid eu cardiau sgiliau nad ydynt eu hangen am y sgiliau sydd ganddynt. Yn y rownd yma, gallant ychwanegu cerdyn ychwanegol at eu set os dymunant.
- Dylai pob chwaraewr fod â 3/4 cerdyn sgiliau y maent yn eu hystyried yn gryfderau iddynt.

#### Rhan 2

- Gofynnwch i'r chwaraewyr fynd yn ôl i eistedd.
- Dosbarthwch y daflen Sgiliau (drosodd) a gofyn iddynt weithio mewn paruau a nodi sut y byddant yn ateb y cwestiwn ar ben y daflen ar gyfer pob sgil sydd wedi'i nodi ganddynt
- Gofynnwch i ddau wirfoddolwr darllen eu hesiampl yn uchel (os bydd amser)
- Ar ddiwedd yr ymarfer hwn, bydd gan bob chwaraewr set o sgiliau y gallant eu hychwanegu at eu CV a siarad amdanynt mewn cyfweiliad.



## GROUP ACTIVITY – SWAP

Fun, interactive activity to help individuals identify skills they possess and can talk about on their CV and during an interview process.

### Instructions

#### Part 1

- Assign each player 3 random card
- Place all the spare cards on a table at the back of the room, some cards may also be duplicates of what you have given out. These cards will be used a bit later in this activity
- Each player must decide if the skills on the card are skills they would consider as their strengths. One way of assessing this is asking them to think of examples where they have demonstrated the skill.
- Advise the group to now discuss with their fellow pupils – swapping the cards they don't consider one of their strengths for skills cards they do. The aim of this round is to have cards that best represent their strengths.
- Players shouldn't be concerned if they cannot swap all of their cards.
- Players should be encouraged to make a good case why a card is relevant to them.
- Players should be encouraged to make a case for why one of their cards might be a strength of someone else (a good way of exchanging feedback)
- After negotiations have been completed give the players the opportunity to go to the back table and swap their unwanted skills for skills they possess. In this round they can add an extra card to their set if they wish.
- Each player should end up with 3/4 skill cards they consider strengths.

#### Part 2

- Ask players to return to their seats
- Hand out the Skills sheet (detailed overleaf) and ask them to work in pairs and identify how they would the question at the top of the sheet for each skill they have now identified.
- Ask for a couple of volunteers to read out their example (if time permits)
- At the end of this exercise each player will have a set of skills they can add to their CV and talk about during an interview

## ENGHREIFFTIAU O SGILIAU

Petai rhywun yn gofyn i chi mewn cyfweiliad ddangos y sgiliau rydych wedi'u nodi, pa enghraifft fydddech chi'n ei darparu?

### 1. Rhestrwch eich sgil cyntaf yma:

Sut bydddech chi'n disgrifio'r sgil hwn mewn cyfweiliad:

---

---

---

---

---

---

---

---

### 2. Rhestrwch eich ail sgil yma:

Sut bydddech chi'n disgrifio'r sgil hwn mewn cyfweiliad:

---

---

---

---

---

---

---

---

### 3. Rhestrwch eich trydydd sgil yma:

Sut bydddech chi'n disgrifio'r sgil hwn mewn cyfweiliad:

---

---

---

---

---

---

---

---

## SKILL EXAMPLES

If you were asked during an interview to demonstrate this skills you have identified, what example would you provide?

### 1. List your first skill card here:

How would you describe this skill during an interview:

---

---

---

---

---

---

### 2. List your second skill here:

How would you describe this skill during an interview:

---

---

---

---

---

---

### 3. List your third skill here:

How would you describe this skill during an interview:

---

---

---

---

---

---