

EMPLOYABILITY SKILLS 2000+

The skills you need to enter, stay in, and progress in the world of work—whether you work on your own or as part of a team. These skills can also be applied and used beyond the workplace in a range of daily activities.

FUNDAMENTAL SKILLS	PERSONAL MANAGEMENT SKILLS	TEAMWORK SKILLS
<p>The skills needed as a base for further development.</p> <p>You will be better prepared to progress in the world of work when you can:</p> <p>Communicate:</p> <ul style="list-style-type: none"> • Read and understand information presented in a variety of forms (e.g. words, graphs, charges, diagrams) • Write and speak so others pay attention and understand • Listen and ask questions to understand and appreciate the points of view of others • Share information using a range of information and communications technologies (e.g. voice, e-mail, computers) • Use relevant scientific, technological and mathematical knowledge and skills to explain or clarify ideas <p>Manage Information:</p> <ul style="list-style-type: none"> • Locate, gather and organize information using appropriate technology and information systems • Access, analyze and apply knowledge and skills from various disciplines (e.g. the arts, languages, science, technology, mathematics, social sciences, and the humanities) <p>Use Numbers:</p> <ul style="list-style-type: none"> • Decide what needs to be measured or calculated • Observe and record data using appropriate methods, tools and technology • Make estimates and verify calculations <p>Think & Solve Problems:</p> <ul style="list-style-type: none"> • Assess situations and identify problems • Seek different points of view and evaluate them based on facts • Recognize the human, interpersonal, technical, scientific and mathematical dimensions of a problem • Identify the root cause of a problem • Be creative and innovative in exploring possible solutions • Readily use science, technology and mathematics as ways to think, gain and share knowledge, solve problems and make decisions • Evaluate solutions to make recommendations or decisions • Implement solutions • Check to see if a solution works, and act on opportunities for improvement 	<p>The personal skills, attitudes & behaviours that drive one's potential for growth.</p> <p>You will be able to offer yourself greater possibilities for achievement when you can:</p> <p>Demonstrate Positive Attitudes and Behaviours:</p> <ul style="list-style-type: none"> • Feel good about yourself and be confident with people, problems and situations with honesty, integrity and personal ethics • Recognize your own and other people's good efforts • Take care of your personal health • Show interest, initiative and effort <p>Be Responsible:</p> <ul style="list-style-type: none"> • Set goals and priorities balancing work and personal life • Plan and manage time, money and other resources to achieve goals • Assess, weigh and manage risk • Be accountable for your actions and the actions of your group • Be socially responsible and contribute to your community <p>Be Adaptable:</p> <ul style="list-style-type: none"> • Work independently or as a part of a team • Carry out multiple tasks or projects • Be innovative and resourceful: identify and suggest alternative ways to achieve goals and get the job done • Be open and respond constructively to change • Learn from your mistakes and accept feedback • Cope with uncertainty <p>Learn Continuously:</p> <ul style="list-style-type: none"> • Be willing to continuously learn and grow • Assess personal strengths and areas for development • Set your own learning goals • Identify and access learning sources and opportunities • Plan for and achieve your learning goals <p>Work Safely:</p> <ul style="list-style-type: none"> • Be aware of personal and group health and safety practices and procedures, and act in accordance with these 	<p>The skills and attributes needed to contribute productively.</p> <p>You will be better prepared to add value to the outcomes of a task, project or team when you can:</p> <p>Work with Others:</p> <ul style="list-style-type: none"> • Understand and work within the dynamics of a group • Ensure that a team's purpose and objectives are clear • Be flexible: respect, be open to and supportive of the thoughts, opinions and contributions of others in a group • Recognize and respect people's diversity, individual differences and perspectives • Accept and provide feedback in a constructive and considerate manner • Contribute to a team by sharing information and expertise • Lead or support when appropriate, motivating a group for high performance • Understand the role of conflict in a group to reach solutions • Manage and resolve conflict when appropriate <p>Participate in Projects & Tasks:</p> <ul style="list-style-type: none"> • Plan, design or carry out a project or task from start to finish with well-defined objectives and outcomes • Develop a plan, seek feedback, test, revise and implement • Work to agreed quality standards and specifications • Select and use appropriate tools and technology for a task or project • Adapt to changing requirements and information • Continuously monitor the success of a project or task and identify ways to improve