



Employability Skills

Consider the following sets of employability skills. Do you agree (A) or disagree (D) with the statements provided? BE HONEST with yourself. Use your answers to identify your areas of strength and areas where improvement is required. Be prepared to discuss your findings during your GTP presentation.

ACADEMIC FUNDAMENTAL SKILLS

These provide the basic foundation to succeed in the workplace

Communication

- ☐ Reading: I read, understand and use written materials
- ☐ Writing: I write effectively and use the language needed on the job
- ☐ Speaking: I speak clearly and to the point
- ☐ Listening: I listen to others, understand and learn from the information given

Thinking

- ☐ Mathematics: I understand and solve problems using math and apply the results to my work
- ☐ Creativity: I think creatively and produce innovative ideas
- ☐ Problem solving: I apply knowledge to solve problems effectively
- ☐ Processing information: I organize and process information efficiently

Learning

- ☐ Acquiring knowledge: I learn from working with others, doing research and making mistakes
- ☐ Learning for life: I plan to upgrade my work skills, techniques and knowledge throughout my life

Technology

- ☐ Computer literacy: I can work on a computer using a variety of software
- ☐ Equipment knowledge: I use technology, equipment and information systems effectively

TEAMWORK SKILLS

Skills needed to work effectively with others

Responsiveness

- ☐ Respect: I respect the ideas, thoughts and opinions of other team members
- ☐ Planning: I plan and make decisions with others and support the outcomes

Leadership

- ☐ Leading and following: I know when to initiate actions and when to follow directions

Working with others

- ☐ Team player: I understand a group's goals and contribute to reaching them
- ☐ Teaching and learning: I teach team members new skills and learn skills from them
- ☐ Negotiating: I bargain with team members to accomplish goals

Employability Skills (continued)

PERSONAL MANAGEMENT SKILLS

Attitudes, behaviours and skills to get, keep, and progress on a job

Attitudes and behaviours

- _____ Positive outlook: I have a positive attitude toward learning, growing, and personal health
- _____ Honesty and integrity: I am truthful to my values and ethics
- _____ Self-esteem: I believe in myself and my abilities
- _____ Initiative: I am energetic, persistent, and get the job done
- _____ Entrepreneurial outlook: I am willing to create work opportunities for myself by launching a business or developing job possibilities within a company

Responsibility

- _____ Organization: I set goals and priorities in my work and private life
- _____ Time management: I plan and manage my time, money and work effectively
- _____ Reliability: I arrive at work on time, every working day
- _____ Accountability: I take responsibility for all my actions

Adaptability

- _____ Flexibility: I am open to change
- _____ Diversity: I respect people's diversity and differences
- _____ Global mindset: I understand the customs of different cultures and peoples