

Employability Skills

Combined with the personal skills of loyalty, commitment, reliability, enthusiasm, adaptability, common sense, presentation, honesty and integrity, the employability skills are required to gain employment and progress within an enterprise.

Employability skills may also be referred to as generic skills as distinct from specific job skills.

Employability Skills	Elements
<p>Communication: Supporting productive and harmonious working relations</p>	<ul style="list-style-type: none"> • Listening and understanding • Writing clearly • Empathising • Speaking clearly and directly • Negotiating responsively • Using numeracy effectively
<p>Team Work: contribute to productive working relationships and workplace outcomes.</p>	<ul style="list-style-type: none"> • Working with people of different ages, gender, race, or religion • Working as an individual and as a valued member of a team
<p>Problem Solving: contribute to long-term and short-term strategic planning</p>	<ul style="list-style-type: none"> • Developing practical solutions • Solving problems in teams • Applying a range of strategies to problem solving
<p>Self Management contribute to satisfaction and growth as an employee</p>	<ul style="list-style-type: none"> • Having personal vision and goals • Evaluating and monitoring own performance • Having knowledge and confidence to develop personal ideas and vision
<p>Planning and Organising: contribute to productive workplace outcomes</p>	<ul style="list-style-type: none"> • Managing time and priorities • Being resourceful • Collecting, analysing and organising information
<p>Technology skills that contribute to effective execution of tasks</p>	<ul style="list-style-type: none"> • Having a range of work based technology skills • Using technology to organise data
<p>Learning shows an ability to learn new things</p>	<ul style="list-style-type: none"> • Act on feedback from others • Keen to learn new tasks • Willingness to learn about the workplace and industry area
<p>Initiative and enterprise contribute to innovative workplace outcomes</p>	<ul style="list-style-type: none"> • Adapting to new situations • Being creative • Identifying opportunities not obvious to others • Translating ideas into actions