EMPLOYABILITY SKILLS

Employers are looking for these types of skills in addition to technical and theoretical knowledge

An Exercise in SELF-AWARENESS

Before each Element number between 1(weak)-9(strong) where you feel you fit within that element

Skill

Element

Communication

Listening and understanding
Speaking clearly and directly
Negotiating/ Persuading responsibly
Establishing and using networks such as email
Sharing information
Speaking and writing in languages other than English

Teamwork/ Collaboration

Interacting with people of different ages, gender, Race religion or political persuasion
Working as an individual as a member of a team Applying teamwork skills to a range of situations

Problem solving analysis/ solution mindset

Developing creative innovative solutions
Solving problems in teams
Applying problem solving strategies across a range of areas
Testing assumptions taking the context of data into account

Entrepreneurial mindset/ go getter

Adapting to new situations
Developing a strategic, creative, long-term vision,
Willing to take risks and learn from mistakes

Self Awareness/ Self Understanding

Having a personal vision and goal
Evaluating and monitoring own performance
Having knowledge and confidence in own ideas and Visions, taking responsibility

Skill	Element
Resilience	Managing time and priorities- setting timelines Coordinating tasks Being resourceful Allocating people and other resources to task Collecting, analyzing and organizing information
Adaptability	Using a range of mediums to learn Mentoring, peer support, networking, ect; Notice when things change,
Digital Fluency (technology)	Having a range of base IT knowledge-hardware/software Understanding of technology Willing to learn new IT skills
Empathy	Knows the difference between Empathy and Sympathy Develop relationships with people from different backgrounds Makes decisions based on other peoples needs and points of view
Social Diversity/ Awareness	Demonstrate sensitivity and respect towards others Embraces diversity including gender, sexual orientation, ethnicity, and age Respects others backgrounds and beliefs
Personal Attributes	Commitment Honesty and integrity Enthusiasm Reliability Personal presentation Commonsense Positive self-esteem Sense of humor Balanced attitude to work and home life Ability to deal with pressure Motivation