

## What are Employability Skills?

They are non-technical skills and competencies which play a significant part in contributing to an individual's effective and successful participation in the workplace.

<b>Communication</b>	<b>Teamwork</b>	<b>Problem Solving</b>	<b>Initiative and Enterprise</b>	<b>Planning and Organising</b>	<b>Self-management</b>	<b>Learning</b>	<b>Technology</b>
Listening and understanding	Working as an individual and a team member	Developing practical situations	Adapting to new situations – including changing work conditions	Managing time and priorities	Evaluating and monitoring own performance	Using a range of mediums to learn	Having a range of basic IT skills
Speaking clearly and directly	Applying teamwork to a range of situations	Solving problems in teams	Identifying opportunities not obvious to others	Collecting, analysing and organising information	Taking responsibility	Applying learning to technical issues and operations	Having the OH&S knowledge to apply technology
Reading and interpreting documentation	Working with people of different ages, genders, races, religions or political persuasions	Showing independence and initiative in identifying problems and solving them	Being creative	Identifying contingency situations	Having knowledge and confidence in own vision and goals	Being open to new ideas and change	Having appropriate physical capacity
Using numeracy effectively	Coaching, mentoring and giving feedback	Resolving customer concerns in relation to complex project issues	Generating a range of options	Implementing contingency plans	Articulating own ideas and vision	Contributing to the learning community at the workplace	Operating equipment
Sharing information	Knowing how to define a role as part of a team	Using mathematics, including budgeting and financial management, to solve problems	Translating ideas into action	Being resourceful			Using IT to organise data
Being assertive	Identifying the strengths of team members	Testing assumptions, taking the context of data and circumstances into account		Allocating people and other resources to tasks			Applying IT as a management tool
Writing to the needs of the audience				Adapting resource allocations to cope with contingencies			

## What are Employability Skills?

They are non-technical skills and competencies which play a significant part in contributing to an individual's effective and successful participation in the workplace.

<b>Communication</b>	<b>Teamwork</b>	<b>Problem Solving</b>	<b>Initiative and Enterprise</b>	<b>Planning and Organising</b>	<b>Self-management</b>	<b>Learning</b>	<b>Technology</b>
Empathising				Participating in continuous improvement and planning processes			
Negotiating responsively				Planning the use of resources including time management			
Persuading effectively				Developing a vision and a proactive plan to accompany it			
Establishing and using networks							