

Employability Skills

Employability skills are often referred to as “soft skills” – these are the non-technical skills that are part of your personality and will transfer with you across any job or occupation.

Communication

Your ability to engage with other people in a variety of ways –verbal, written, and body language. Well-developed skills include:

- Listening to others and understanding what they are meaning
- Speaking clearly and directly to people
- Being independent with your reading and writing
- Showing empathy and understanding the needs of others
- Speaking and writing in languages other than English
- Being assertive & negotiating with people
- Sharing information openly
- Being able to speak persuasively

Creative & Critical Thinking

Your ability to critically think about a situation and explore the possible solutions. Strong skills involve:

- Solving problems as part of a team
- Being creative and innovative with your ideas
- Showing initiative & independence to identify problems & consider solutions
- Developing practical solutions to problems
- Use a range of problem-solving strategies
- Resolving customer concerns or complaints
- Using mathematics to solve financial or budget issues
- Checking the suitability of solutions to problems

Self-management

Your ability to get tasks done without the supervision or guidance of others. Effective self-management requires:

- Knowing and articulating your own goals and visions
- Being able to monitor and evaluate your own work performance
- Setting and managing deadlines
- Taking responsibility for your behaviour, actions, and outcomes
- Being confident with your ideas and visions
- Knowing when to delegate tasks or ask for help

Initiative & Enterprise

Your ability to think creatively and to make improvements to the way things are. Strong skills include:

- Being creative in your thinking, to generate a range of ideas and options
- Identifying opportunities which are not obvious to others
- Showing you can adapt to new situations
- Initiating innovative solutions
- Having a strategic, long term vision
- Translating ideas into actions

Teamwork

Your ability to work with others, and develop respect and trust with the people you interact with. Skills include:

- Ability to work independently as an individual, and as a member of a team
- Understanding your role within the team, and how you can contribute
- Identifying the strengths of other team members
- Coaching and mentoring other people, and giving feedback about their work
- Working with people across different ages, genders, races, religions or political backgrounds

Planning & Organisation

Your ability to plan and organise your personal and professional life. Skills include:

- Managing your own time and priorities
- Taking initiative, and making decisions
- Being able to explore options, evaluate effectiveness, consider alternatives, and make decisions
- Collecting and organising information
- Understanding business operations and the relationships between organizations'
- Coordinating and delegating tasks for yourself and with other staff
- Creating project goals which are achievable

Leadership

Your ability to inspire, lead and motivate others. The characteristics of an Effective Leader include:

- Contributing to the leaning and development of others in your workplace
- Empowering others to be involved and achieve goals
- Being open to exploring new ways to do things, ideas, and techniques
- Working collaboratively with others, and valuing everyone's contribution
- Being able to take on positions of authority and supervise others
- Communicating effectively with others

Digital Capabilities

Your ability to use general technology such as computers & digital accessories, and to learn new technologies. Effective skills include:

- Having a range of basic computer and IT skills
- Being willing to learn new technologies & computer skills
- Having the physical capacity to use the technology needed for your job (ie: manual dexterity)
- Using IT to organise information and data
- Understanding the OHSW knowledge that relates to the technology you use
- Knowledge of technology specific to your job
- Being able to use a range of different software packages and hardware devices

Emotional Intelligence

Your ability to understand and monitor emotional responses and adapt effectively. Effective Emotional Intelligence requires:

- Understanding your own emotional triggers and responses
- Recognising an emotional trigger and identify coping strategies
- Taking responsibility for your own behaviour, actions, and outcomes
- Recognising emotions in others and respond accordingly

Cultural Intelligence

Your ability to understand and interact with people from diverse backgrounds. Qualities of Cultural Intelligence include:

- Understanding personal and cultural differences
- Recognising culture to include nationality, ethnicity, generational, religion, sexual orientation, workplaces, as well as many other areas.
- A willingness to learn about other cultures
- Adapting your approaches to include new and different points of view
- Effectively adapting to different cultural situations

Resilience

Your ability to 'bounce back' or carry on when challenges arise. Resilience can be demonstrated through:

- Continuing to work towards goals, despite disappointments or setbacks
- Seeking guidance and support from others
- Listening carefully to constructive criticism, and responding positively
- Being able to see a positive future & opportunities for growth and improvement