Technical Skills

Technical Skills are often referred to as "hard skills", and they are often specific to a job or occupation. These skills are often learnt during formal education/training or learnt whilst you are on the job. Below is a list of some ideas of technical skills for some occupations to get you started – you can find a comprehensive list of skills by doing a search on the internet for the job you are interested in, or looking up the tasks identified on the Job Outlook Occupation List at: https://joboutlook.gov.au/a-z/

Computer Technology	Data Analysis	Project Management
• Microsoft Office Suite • Social media • HTML • Analytics • Pivot tables	• Data mining • Data presentation • Resource management • Data engineering • Database management	▪ Agile methodologies, such as Scrum ▪ Project management software, such as Trello and Zoho ▪ Stakeholder engagement ▪ Coordination of activities ▪ Finance and budget control
Marketing	**Finance**	**Design**
• Search Engine Optimization (SEO) • Search Engine Marketing (SEM) • Marketing Campaign Management • Google Analytics • Content Management Systems (CMS), such as WordPress	• Prepare and interpret financial statements and other accounting reports • Develop efficient financial reporting mechanisms • Plan and implement accounting controls • BAS/GST reporting • MYOB/Zero software	• User Interface (UI) Design • User Experience (UX) Design • Adobe Creative Suite (Photoshop, InDesign, etc.) • Digital Product Design Software, such as InVision and Zeppelin
Cloud Computing	**Mobile & Web Development**	**Network Structure & Security**
• Cloud Architecture • Storage and Data Management • Networking Communication • Cloud Middleware Technologies • Cloud Applications, such as JSON, Rest, and RPC	• Software Revision Control Systems • Android Development • iOS App Development • Web Architecture and Development Framework • Angular and Node Apps	• Encryption Algorithms • Authentication Systems • Risk Assessment • Cryptography • Virtual and Host-based Firewalls
Horticultural	**Hairdressing**	**Community Services**
• Identifying plants and pests • Propagation • Using pesticides safely • Revegetation techniques • Pruning and shaping	• Wash, colour, lighten, and condition hair • Chemically change hair textures • Cut, dry, and style hair • Cut and style wigs • Identify scalp conditions and recommend products	• Family Advocacy • Disability support • Identify clients at risk • Identify and maintain networks • Counselling skills • Communication skills • Accurate case notes
Administration/clerical	**Nursing/Health Care**	**Other - explore & list the technical skills that relate to your field of work:**
• Reception skills • Phone and switchboard • Organising travel/accommodation • Computer programs • Word processing • Accounts payable/receivable • Database creation • Stock processing and inventory	• Personal hygiene support • Washing and grooming clients • Meal preparation • Wound preparation • Medication preparation • Community support • Advocacy	• • • • •