Employability Skills

- ➢ Solving problems

- ➢ Allocating time efficiently

- ➢ Communicating ideas verbally to groups

- ➢ Responding positively to criticism

- ➢ Functioning well in stressful situations

- ➢ Keeping up-to-date on developments

- ➢ Identifying problems

- ➢ Recognizing the effects of decisions made

- ➢ Assessing long-term effects of decisions

- ➢ Identifying components of problems

- ➢ Prioritizing problems

- ➢ Functioning at optimal performance

- ➢ Adapting to situations of change

- ➢ Maintaining a positive attitude

- ➢ Making decisions on thorough analysis

- ➢ Keeping-up-to-date with external realities

- ➢ Establishing critical events to be completed

- ➢ Conveying information one-to-one

Employability Skills

- ➤ Recognizing alternate routes in meeting objectives

- ➤ Managing/overseeing several tasks at once

- ➤ Setting priorities

- ➤ Listening attentively

- ➤ Initiating change to enhance productivity

- ➤ Providing novel solutions to problems

- ➤ Conceptualizing a future for the company

- ➤ Making decisions in a short time period

- ➤ Sorting out relevant data to solve problems

- ➤ Revising plans to include new information

- ➤ Gaining new knowledge everyday

- ➤ Combining relevant info. from sources

- ➤ Ability to work independently

- ➤ Monitoring progress against the plan

- ➤ Assigning/delegating responsibility

- ➤ Gaining new knowledge outside the job

- ➤ Maintaining a high energy level

- ➤ Giving direction and guidance to others

Employability Skills

- Meeting deadlines

- Monitoring progress toward risky ventures

- Responding to others' comments

- Establishing good rapport w/ subordinates

- Reconceptualizing roles of the corporation

- Knowing ethical implication of decisions

- Applying info. to new or broader contexts

- Working well with fellow employees

- Contributing to group problem solving

- Resolving conflicts

- Integrating strategic considerations in plans

- Relating well with supervisors

- Understanding the needs of others

- Delegating work to peers

- Making effective business presentations

- Integrating info. into general contexts

- Identifying political implications

- Writing internal business communication

Employability Skills

- ➢ Supervising the work of others

- ➢ Coordinating the work of peers

- ➢ Coordinating the work of subordinates

- ➢ Making impromptu presentations

- ➢ Identifying conflict among people

- ➢ Empathizing with others

- ➢ Writing external business communication

- ➢ Writing reports

- ➢ Using proper grammar, spelling, & punctuation