

Employability Skills

<p>Positive Attitude ● ● ●</p> <ul style="list-style-type: none"> • Is positive and has a “can do” attitude. • Is optimistic, honest and shows respect. • Is happy, friendly and enthusiastic. • Is motivated to work hard towards goals. 	<p>Willingness to learn ● ● ●</p> <ul style="list-style-type: none"> • Willing to learn new tasks, skills and information. • Is curious and enthusiastic about the job, organisation and industry. • Looks for opportunities to work more effectively and to make the business better. • Accepts advice and learns from feedback. 
<p>Communication ● ● ●</p> <ul style="list-style-type: none"> • Understands and reflects on the way they communicate and how it affect others. • Asks questions when unsure or unclear. • Understands how employees, employers, and customers communicate. • Speaks, listens and shares ideas appropriately. 	<p>Thinking skills ● ● ● [Problem solving and decision making]</p> <ul style="list-style-type: none"> • Identifies and assesses options before making a decision. • Recognises problems and uses initiative to find solutions. • Thinks about the consequences before they act. • Recognises when they need to seek advice. 
<p>Teamwork ● ● ●</p> <ul style="list-style-type: none"> • Works well with others to complete tasks and meet goals. • Contributes to developing new ideas or approaches. • Works well with others of different genders, cultures or beliefs. • Recognises the authority of supervisors and managers and follows directions. 	<p>Resilience ● ● ●</p> <ul style="list-style-type: none"> • Is adaptable and flexible in new and changing situations. • Handles challenges and setbacks and does not give up. • Able to seek support and help when needed. • Recognises and accepts mistakes made and learns from them. 
<p>Self-management ● ● ●</p> <ul style="list-style-type: none"> • Arrives at work on time, with appropriate clothing and equipment to complete a work day. • Understands and reflects on their own words, actions, and behaviour and how these affect others. • Shows commitment and responsibility. • Is dependable, follows instructions and completes assigned tasks. • Is responsible for their own health and well-being and follows health and safety guidelines in the workplace. 	