



Top 5 Employability Skills

Communication Skills

- Being able to explain what you mean
- To listen and relate to other people
- Act upon key information and instruction
- Ask questions if you are unsure
- Answer questions to help others

Teamwork

- Work together to get things done
- Share knowledge and skills
- Be flexible to help others
- Encourage and support others

Numeracy & Computer Literacy

- Understanding basic maths
- Be confident with numbers and problem solving
- Use IT confidently

Honesty, Integrity & Diversity

- Treat people with respect
- See things from other people's point of view
- Be open and honest
- Know the difference between right and wrong
- Value diversity (variety)
- Be considerate of the different needs of others

Positive 'Can Do Attitude', Motivation

- Give things a go
- Find solutions to challenges
- Be determined to make things happen
- Look for better ways of doing things



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