

Employability Skills

Communication

Depending on the job, communication means being clear about what you mean and what you want to achieve when you talk or write. It involves listening and being able to understand where someone else is coming from. Communication skills also include non-verbal communication, such as the body language you use.

Teamwork

Teamwork means being able to get along with the people you work with. It involves working together to achieve a shared goal.

Problem Solving

Problem solving means finding solutions when you're faced with difficulties or setbacks. It involves being able to use a logical process to figure things out.

Initiative

Initiative means looking for things that need to be done and doing them without being asked. This can also involve thinking creatively to make improvements to the way things are done.

Planning & Organising

Planning and organising mean working out what you need to do, and how you'll do it. Planning and organising involve things like developing project timelines and meeting deadlines.

Self Management

Self Management is being able to do your job without someone having to check up on you all the time, staying on top of your own deadlines or even delegating tasks to other people to make sure things get done on time.

Learning

Learning is about wanting to understand new things and picking them up quickly. It also involves taking on new tasks and being able to adapt to change.

Technology

Technology skills mean being able to use a computer for word processing, using spreadsheets and sending email, or knowing how to use office equipment like a photocopier. They also involve using social media, working with design or video editing software or knowing programming languages. Other technology skills relate to hardware, like knowing how to use EFTPOS, a cash register, a camera or a recording studio.

For more Employability Skills advice, contact one of our friendly Gateway Officers today!

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