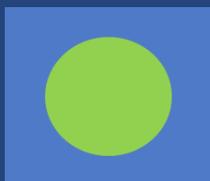




# Check Your Employability Skills



**Work It Out**

*Growing Your Knowledge Base*



## Work It Out

*Disclaimer: While all care has been taken to ensure information is accurate, all information in this publication is only intended as a guide. Because every person's situation is unique, and because services and regulations are different in every state, it is important to consult a professional to obtain advice that relates to your particular circumstances.*

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# Employability Skills

We all know that the nature of work is changing and employers are demanding more. Employers today want more than technical skills. They select staff that can demonstrate a variety of social and personal attributes as well as the ability to learn technical skills.

Australian Employers have identified eight groups of employability skills and a list of personal attributes that they consider to be essential to successful work place performance regardless of where you work or what work you do. Having these skills and attributes will likely also lead to enjoyment and success in other areas of your life.

The Australian Chamber of Commerce and Industry note that “employability skills are defined as skills required not only to gain employment, but also to progress within an enterprise so as to be promoted. It is important to understand that these employability skills are transferable between occupations.

**Personal Attributes** that contribute to overall employability are:

- Loyalty
- Commitment
- Honesty and integrity
- Enthusiasm
- Reliability
- Personal Presentation
- Common sense
- Positive self esteem
- A sense of humour
- A balanced attitude to work and home life
- An ability to deal with pressure
- Motivation
- Adaptability



## The Employability Skills are:

- Communication Skills
- Self Management skills
- Problem Solving Skills
- Initiative and Enterprise Skills
- Teamwork Skills
- Planning and Organising Skills
- Learning Skills
- Technology Skills

**Communication skills** contribute to productive and harmonious relations with employees and customers and include:

- Listening and understanding
- Speaking clearly and directly
- Writing to the need of the audience
- Negotiating responsibly
- Reading independently
- Empathising
- Speaking and writing in languages other than English
- Using Numeracy
- Understanding the needs of internal and external customers
- Persuading effectively
- Establishing and using networks
- Being assertive
- Sharing information

**Self Management skills** contribute to employee satisfaction and growth, and include:

- Having a personal vision and goal
- Educating and monitoring own performance
- Having knowledge and confidence in own ideas and visions articulating own ideas and visions
- Taking responsibility.

**Problem solving skills** contribute to productive outcomes and include:

- Developing creative, innovative solutions
- Developing practical solutions
- Showing independence and initiative in identifying problems and solving them
- Solving problems in teams
- Applying a range of strategies across a range of areas
- Testing assumptions taking the context of data and circumstances into account
- Resolving customer concerns in relation to complex projects issues.

### Other resources on this topic:

You can access to a series of You Tube videos that explain each of these Skills by Mark Wardle and others here :

[Communication Skills part 1](#)

[Communication Skills part 2](#)

[Self Management Skills](#)

[Problem Solving Skills part 1](#)

[Problem Solving Skills part 2](#)

[Initiative and Enterprise Skills](#)

[Team Work Skills](#)

[Planning and Organising Skills](#)

[Learning Skills](#)

[Technology Skills part 1](#)

[Technology Skills part 2](#)



**Initiative and Enterprise skills** contribute to innovative outcomes and include:

- Adapting to new situations
- Developing a strategic, creative, long term vision
- Being creative
- Identifying opportunities not obvious to others
- Translating ideas into action
- Generating a range of options
- Initiating innovative solutions

**Planning and organising skills** contribute to long and short term strategic planning and include:

- Managing time and priorities – setting time lines, coordinating tasks for self and with others
- Being respectful
- Taking initiative and making decisions
- Adapting resource allocations to cope with contingencies
- Establishing clear project goals and deliverables
- Allocating people and other resources to tasks
- Planning the use of resources including time management
- Participates in continuous improvement and planning processes
- Developing a vision and a proactive plan to accompany it
- Predicting- weighing up risk, evaluate alternatives and apply evaluation criteria
- Collecting, analyzing and organizing information
- Understanding basic business systems and their relationships.



**Learning skills** contribute to ongoing improvement and expansion in employee and company operations and outcomes and includes:

- Managing own learning
- Contributing to the learning community at the workplace
- Using a range of mediums to learn – mentoring, peer support and networking, IT, courses
- Applying learning to ‘technical’ issues (e.g. learning about products) and ‘people’ issues (e.g. interpersonal and cultural aspects)
- Having enthusiasm for ongoing learning
- Being willing to learn in any setting – on the job
- Being open to new ideas and techniques
- Being prepared to invest time and effort in learning new skills
- Acknowledging the need to learn in order to accommodate change.

**Team work skills** contribute to productive working relationships and outcomes and include:

- Working across different ages and irrespective of gender, race, religion or political persuasion
- Working as an individual and as a member of a team
- Knowing how to define a role as part of the team
- Applying team to a range of situations e.g. future planning, crisis problem solving
- Identifying the strengths of the team members
- Coaching and mentoring skills including giving feedback.

**Technology skills** contribute to effective execution of tasks and include:

- Having a range of basic IT skills
- Applying IT as a management tool
- Using IT to organise data
- Being willing to learn new IT skills
- Having the WHA knowledge to apply technology
- Having the physical capacity to apply technology (e.g. manual dexterity)



CONNECT, Northern Rivers Inc is a not-for-profit entity that operates in the Northern Rivers of NSW, Australia.

CONNECT is focused on supporting young people still in school, and those who have recently left school, to reach their full potential in the fields of work, education and training.

CONNECT offers a range of youth services, including the Work It Out programme which operates in the Northern Rivers of NSW. The Work It Out Programme is designed to support young people aged 15-19 who are not in employment, education or training to either re-engage with school or transition to training or work.

More information on the Work It Out Programme can be found at the Work It Out website, along with other guides in this series.

Check out our website at the link below for more Guides in the Work It Out series.



Work It Out

[www.workitout.org.au](http://www.workitout.org.au)