

Employability Skills

Below you will find some Employability Skills and definitions, this list is not exhaustive.

Employability Skill	Definition
Team Working	Working with a group of people so that you are interacting and co-operating with different types of people on different situations. May involve how you plan, organise, make decisions and achieve together.
Communication	Being able to produce interesting text which is easy to understand, with correct spelling and grammar Being able to express your ideas and information in way which others find easy to understand
Flexibility	Being able to change and modify how you do things in response to what others require.
Planning & Organising	Showing how you can plan and organise yourself and others to meet/achieve an end goal.
Problem Solving	Being able to work out the solution to a problem and express your thinking behind it.
Initiative	Being able to do things before being asked. Seeing what needs to be done and taking action.
Decision making	Being able to take the best option based on information given and talk about the thought process behind your decision.
Leadership	Being able to motivate and enthuse others to follow you, understand what makes others tick.
Business Sense/Commercial Awareness	Understand how to make and save money, have customer awareness and be able to prioritise factors which affect business.
Creativity	Being able to show original and inventive thought processes to solve problems and generate ideas

Self Awareness	Being aware of your own skills and attributes and your impact on others in different situations.
Motivation	Enthusiasm to get things done and interest in whatever you are doing
Pro-activity	Taking the initiative and getting things done.
Self development	Wanting to find and take opportunities to improve and learn skills and have new experiences.
Influencing	Being able to understand others points of views and encourage them to your way of thinking
IT	Be proficient in using computers and software packages.
Numeracy	Being able to understand and use facts, data and ideas expressed in numbers, graphs or equations.