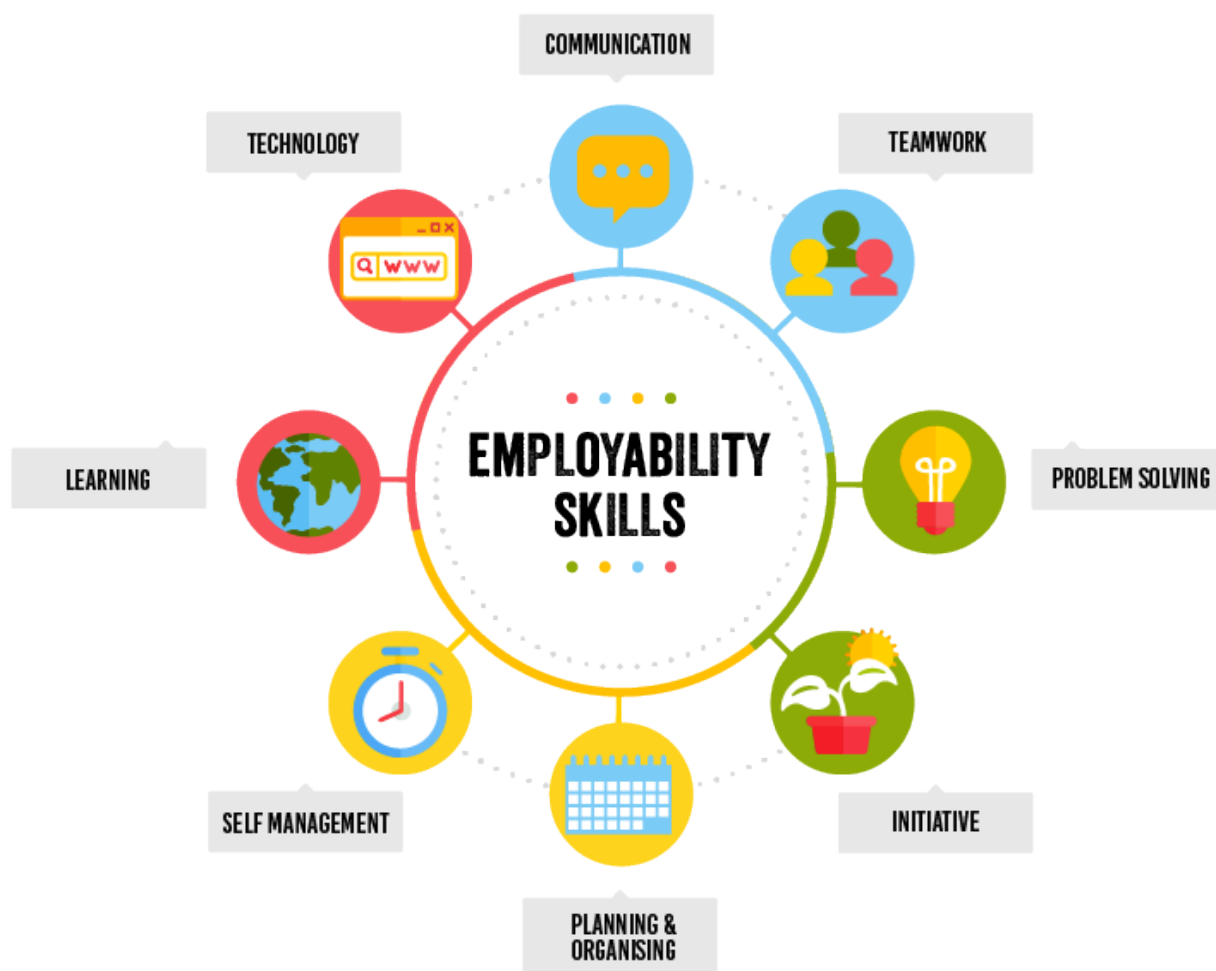


EMPLOYABILITY SKILLS are essential personal and professional abilities that help individuals thrive in the workplace, regardless of the specific job or industry. These skills enable employees to navigate workplace challenges, collaborate with colleagues, and contribute to organisational goals. Developing strong employability skills can enhance career opportunities, foster personal growth, and equip individuals with the resilience needed to adapt to a constantly changing job market.



COMMUNICATION

Depending on the job, communication means being clear about what you want to achieve when you talk or write. It also includes non-verbal communication, such as body language.

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. This includes 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, staying on top of your own deadlines or even delegating tasks 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.