

# TOP 10 SKILLS IDENTIFIED BY LOCAL BUSINESSES IN ORDER OF IMPORTANCE

## 1. Time Management



A good understanding of turning up on time and the consequences of not doing so, but also the commitment shown through attendance. Planning for traffic delays and being ready for work at a given time, not just walking in the door. Staying focused to your prioritised tasks and not getting derailed by unimportant distractions.

## 2. Communication



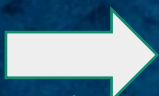
Verbal and non-verbal communication skills. To ask for help if needed. Communicate with other team members of all ages. To have the ability to talk about yourself and with others; in person, email, telephone and social media.

## 3. Resilience



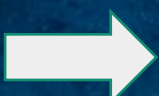
An understanding that getting things wrong is part of learning, and not the end of the world. Bouncing back and recovering in difficult situations. Staying solution focussed.

## 4. Can-Do Attitude



Confident and willing to learn new tasks with a positive can-do attitude towards learning. An enjoyment in new challenges.

## 5. Self-Awareness



An awareness of what work is actually like in comparison to school life. Thinking about what you want from work and what you have to offer. Your strengths and weaknesses.

## 6. Honesty



Take responsibility for your actions. Keep to commitments and be honest when you need to raise concerns. Having and demonstrating good values.

## 7. Positivity



Being optimistic even when faced with adversity. Positive thinking and a positive mindset - looking for solutions.

## 8. Confidence



Understanding that you are on a learning journey, having the confidence to give things a go and if mistakes are made they are learnt from. A trust in your own abilities and strengths.

## 9. Teamwork



Understanding team work from a real-life working perspective. Working towards a mutual goal and understanding your role, strengths and weaknesses when working alongside others. Communication.

## 10. Problem Solving



Understanding that issues will always arise but having the ability to recognise them, address them and identify solutions. Having the confidence to voice ideas.