

What Skills Are Employers Looking For?

Top Ten Skills As Identified By
Local Businesses



1.

Time Management

Being On Time

Good Attendance

Planning In Advance

Staying Focused

Organisation

Prioritising



2.

Communication

Talking

Body Language

Ask For Help When Needed

Adapt To Different Groups

Sociable

Talking, Writing, Listening, Sharing

Be Professional



3.

Resilience

Be Able To 'Bounce Back'

Getting Things Wrong Is Part Of
Learning

Recovery From Difficult Situations
Staying Focused On A Solution
Respond Positively



4. Can-Do Attitude

Confident

Willing

Take On A Challenge

Positive Mindset

Eagerness To Learn

Overcome Obstacles And Difficulties



5. Self- Awareness

Knowing Your Strengths And
Weaknesses

Knowing What You Want

Awareness Of Who You Are

Awareness Of Others

Awareness Of Actions, Thoughts and
Feelings



6. Honesty

Responsibility For Your Actions
Demonstrating Good Values
Honest And Truthful

Respectful To Others
Keep To Commitments



7. Positivity

Being Optimistic
Positive Thinking And Positive
Mindset

Positive Relationships
Keen And Eager
Encouraging To Others



8.

Confidence

Give Things A Go

Understanding That You Are On A
Learning Journey

Learn From Any Mistakes

Trust In Your Own Abilities And
Strengths



9.

Teamwork

Working Towards A Mutual Goal

Communication

Building Relationships

Speak And Listen Openly

Consider The Thoughts Of Others

Recognise The Role Of Others In

Relation To Your own



10. Problem Solving

Working It Out

Identify Solutions

Confidence To Voice Ideas

Work As A Team

Being Decisive

Break Down Barriers And Offer

Suggestions

