

# ESSENTIAL WORKPLACE SKILLS

Employers have said the following skills are essential for getting and keeping a job in today's rapidly changing labour market

## BASIC COMPETENCIES

*in reading, writing, mathematics and effective communication skills.*

## CRITICAL-THINKING AND PROBLEM SOLVING SKILLS

*the ability to reason, plan and creatively make decisions and solve problems.*

## PERSONAL AND SOCIAL RESPONSIBILITY

*honesty, accountability, follow-through and the ability to work as part of a team.*

### A PERSONALLY RESPONSIBLE PERSON

- Has a sense of purpose and direction
- Makes decision based on positive goals and values
- Shows respect for others
- Makes healthy choices
- Is a lifelong learner

### A SOCIALLY RESPONSIBLE PERSON

- Recognizes the interdependence of all people in society
- Takes positive action on behalf of others
- Identifies, organizes, plans and allocates resources wisely
- Is knowledgeable about key community and world issues