

# Workplace Skills

## Basic Skills

- ▶ Reading
- ▶ Writing
- ▶ Mathematics
- ▶ Speaking
- ▶ Listening

## Thinking Skills

- ▶ Critical thinking
- ▶ Creative thinking
- ▶ Decision making
- ▶ Problem solving
- ▶ Knowing how to learn
- ▶ Reasoning
- ▶ Visualizing

## Personal Qualities

- ▶ Responsibility
- ▶ Dependability
- ▶ Self-esteem
- ▶ Sociability
- ▶ Integrity
- ▶ Self-management

## Interpersonal Qualities

- ▶ Being a good team member
- ▶ Leadership

## Resources

- ▶ Managing time
- ▶ Managing money
- ▶ Managing space and facilities
- ▶ Managing human resources
- ▶ Working with cultural diversity

## Information

- ▶ Acquiring information
- ▶ Organizing information
- ▶ Maintaining information
- ▶ Evaluating information
- ▶ Using computers to process information

## Systems

- ▶ Maintaining systems
- ▶ Improving systems
- ▶ Understanding systems

## Technology

- ▶ Selecting and applying technology
- ▶ Maintaining technology
- ▶ Using both sides of the brain