



Malton School

A Specialist Science School

Stronger For Being  One

Employability skills

1. Communication

Communication is an essential part of work. It helps tasks to be accomplished faster and improves productivity and cooperation with employees. Excellent communication skills help to improve efficiency in the workplace.

Four fundamental skills in communicating effectively:

- Writing – every job requires good writing skills. Some employers may require advanced writing skills. It's important to summarise points, use proper vocabulary and write grammatically correct sentences.
- Speaking – requires the use of professional tone, intelligent vocabulary and includes using body language, gestures and facial expressions effectively to aid communication.
- Listening – these skills entail understanding instructions, raising concerns and asking relevant questions.
- Presenting – these skills involve the ability to address a superior or group of people. This could include public speaking to fellow employees, managers of shareholders.

2. Leadership

Leadership involves taking charge of a project or initiative within team and the ability to take charge and manage co-workers. Most employers look for signs of leadership qualities.

3. Teamwork

Teamwork skills enable you to work amicably alongside colleagues. These skills are essential as they better enable a company to reach its set of goals. Many jobs involve working in one or more groups. Employers want someone who can bring out the best in others.

4. Motivation

Being motivated means having the ability to act independently and continually progress towards your goals. Motivation allows individuals to be proactive at recognising problems and working to eliminate them.

5. Problem solving

Problem solving includes using creativity, reasoning, and past experiences to identify and solve problems effectively. This is one of the most valuable employability skills.

6. Personal management

The ability to complete work with minimal supervision. Consistently delivering a solid work performance without constant supervision. Skills include initiative and excellent time management.

7. Computer skills

Most employers will expect an employee to have basic IT skills, examples include word processing, making PowerPoint slideshows and using websites.

8. Reliability

Employers need people they can trust and rely on. Employers want employees to turn up on time, be there when required and do what is expected of them.

9. Flexibility

Being able to quickly adjust to new problems or situation that come up. This can help with unexpected tasks. Employers want people who can grow and learn as changes occur.

10. Enterprise

Valued qualities in professions include dependability, honesty, self confidence and a positive attitude. Employers also look for personal integrity.