

What are the top ten skills that employers want?

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| <u>VERBAL COMMUNICATION</u> | 1 | Able to express your ideas clearly and confidently in speech |
| <u>TEAMWORK</u> | 2 | Work confidently within a group |
| <u>COMMERCIAL AWARENESS</u> | 3 | Understand the commercial realities affecting the organisation. |
| ANALYSING & INVESTIGATING | 4 | Gather information systematically to establish facts & principles. Problem solving. |
| <u>INITIATIVE/SELF MOTIVATION</u> | 5 | Able to act on initiative, identify opportunities & proactive in putting forward ideas & solutions |
| DRIVE | 6 | Determination to get things done. Make things happen & constantly looking for better ways of doing things. |
| <u>WRITTEN COMMUNICATION</u> | 7 | Able to express yourself clearly in writing |
| <u>PLANNING & ORGANISING</u> | 8 | Able to plan activities & carry them through effectively |
| <u>FLEXIBILITY</u> | 9 | Adapt successfully to changing situations & environments |
| <u>TIME MANAGEMENT</u> | 10 | Manage time effectively, prioritising tasks and able to work to deadlines. |
| Other skills that were also seen as important | | |
| <u>GLOBAL SKILLS</u> | | Able to speak and understand other languages. Appreciation of cultures. |
| <u>NEGOTIATING & PERSUADING</u> | | Able to influence and convince others, to discuss and reach agreement. |
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| <u>NUMERACY</u> | | Multiply & divide accurately, calculate percentages, use statistics & a calculator, interpret graphs & tables. |
| <u>COMPUTING SKILLS</u> | | Word-processing, using databases, spreadsheets, the Internet & email, designing web pages etc. |
| <u>SELF AWARENESS</u> | | Awareness of achievements, abilities, values & weaknesses & what you want out of life. |
| <u>PERSONAL IMPACT/CONFIDENCE</u> | | Presents a strong, professional, positive image to others which inspires confidence & commands respect. |
| LIFELONG LEARNING | | Continues to learn throughout life. Develops the competencies needed for current & future roles |
| STRESS TOLERANCE | | Maintains effective performance under pressure |
| INTEGRITY | | Adheres to standards & procedures, maintains confidentiality and questions inappropriate behaviour. |
| INDEPENDENCE | | Accepts responsibility for views & actions and able to work under their own direction & initiative. |
| <u>DEVELOPING PROFESSIONALISM</u> | | Pays care & attention to quality in all their work. Supports & empowers others. |
| <u>ACTION PLANNING</u> | | Able to decide what steps are needed to achieve particular goals and then implement these. |
| <u>DECISION-MAKING</u> | | Determines the best course of action. Evaluates options based on logic & fact & presents solutions |
| INTERPERSONAL SENSITIVITY | | Recognises & respects different perspectives. Open to the ideas & views of others |
| <u>CREATIVITY</u> | | Generates & applying new ideas & solutions |

