

18 Work Readiness Skills

To get you ready for your next job

MINDSETS

Leadership Skills: Having the ability to teach and mentor effectively and create supportive environments for team building.

Life long learner: Willingly participate in your own learning and constantly try to explore, apply, practice, and grow your skills.

Flexible and Adaptable: Comfortable with unknowns and know how to adjust and manage change.

Decision Making: Use problem solving skills, prior experience, and knowledge of others to make good and informed choices.

Self Confidence: The belief in your own ability to succeed.

Persistence: Stay the course toward goals, despite the obstacles or challenges you may encounter.

SOCIAL & EMOTIONAL SKILLS

Time management: Able to plan, organize, and manage your own time and projects in order to accomplish work tasks and goals.

Independence: Successfully complete tasks with minimal supervision.

Professionalism: Demonstrate the skills and behavior appropriate for the setting

Honesty: Act in a trustworthy and honest manner.

WORK ETHICS

Drive: Apply self-motivation and self-direction to complete tasks on your own.

Self Discipline: Demonstrate self-control and act in alignment with job policies and expectations.

Cross Cultural Communication: Appreciation of and ability to learn from and work with people from diverse cultural backgrounds.

Interpersonal Relationships: The ability to exchange ideas, information, and thoughts in an appropriate manner for the setting.

Effective Communication: Clearly, effectively convey thoughts in both written and oral communication that fit the environment.

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LEARNING STRATEGIES

Problem Solving: Effectively solve problems by focusing and applying useful strategies and skills.

Adaptive Thinking: Able to apply tools, and experiences to solve problems.

Attention to Detail: Ability to be thorough and accurate in tasks.

