

10 Work Readiness Skills to get you ready for your next job



Mindset Skills



- **Self-Confidence & Persistence:** Believe in yourself and your ability to work through any challenges that pop up.



- **Flexible and Adaptable:** Be comfortable with changing schedules and routines and able to go with the flow.



- **Life Long Learner:** Participate in your own learning and work to explore, apply new knowledge, practice new skills and grow.



- **Leadership Skills:** Be able to teach and mentor others effectively and create supportive environments for team building.

Social & Emotional Skills



- **Effective Communication:** Be able to clearly share your thoughts and ideas both verbally and in writing, with anyone at your work site.



- **Building Relationships:** Use proper greetings, be able to share information and exchange ideas and be respectful and kind to yourself and others.

Work Ethic Skills



- **Independence:** Be able to complete tasks with little or no extra help or supervision.



- **Honesty:** Always tell the truth, be trustworthy and responsible in your workplace.



- **Time Management:** Be on time to work. Know how to plan, organize and manage your own time to finish work goals and projects.



- **Self-Motivation:** Complete work tasks on your own. Follow the rules, wear the right clothes for the job and be ready to work.

