

Skills (Life-Skills & Work Skills)

Life-skills:

Attitude: <ul style="list-style-type: none">• Positive attitude• Keeping your focus• Controlling your emotions• Flexible
Teamwork: <ul style="list-style-type: none">• Respecting others• Active listening• Working together• Being reliable• Understanding the problem-solving process• Understand non-verbal communications
Social Skills: <ul style="list-style-type: none">• Responding to conflicts in a positive manner• Helping customers• Time management• Planning ahead• Work place ethics• Physical appearance
Personal Skills: <ul style="list-style-type: none">• Financial literacy• Thinking skills (creative & critical), questions & reflection• Measurements & Feedback• Problems as opportunities



Work Skills ... Thinking like an owner

Problem Solving

- Decision process
- Brain storming
- Sorting
- Learning from mistakes

Planning

- Time management
- Scheduling
- Setting deliverables / Milestones

Team Work ... See above

Work Environment

- Showing up
- Non-verbal communications (eyes, body,)
- Respect for others
- Company Community/ Values/ Norms

Communication

- Information mapping
- Listening
- Elevator speech
- Outlining thoughts
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