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Boost your career

Everyone knows that employers look at qualifications and work experience on your CV, but what you may not know is that they also look for what are known as ‘soft skills’, and these can sometimes be more valuable than what you studied at school.

They relate to your attitude and how you approach certain situations in the workplace.

Research suggests that more than three quarters of employer’s value soft skills just as highly as academic achievement, so now is the time to think about yours and how you can improve them.

Team working / Collaboration

Working well with others is essential for developing a successful career. This isn’t just a case of saying ‘yes’ to everything you’re asked to do; having good team working skills means being positive and assertive, having the confidence to contribute ideas in a group and taking your share of the team’s responsibility.

Most people do not like being criticized and this can be difficult to handle at work but being open to constructive criticism is a great skill to have and it can help with your personal development. Everyone makes mistakes but being able to learn from them is the most important thing and a good team will always be there to help!

Individual staff members who are seen as being negative and as a disruptive influence on the rest of their team, will be less likely to progress. Employers need all their staff to work together effectively as a team.

Communication Skills

These are arguably the most important skills for almost any type of job! Good communication skills allow you to get your point across both verbally and in writing.

Letting your team or manager know if you have a good idea, feedback on your role, or if you have misunderstood something or need help with a problem, helps build up trust and can lead to increased responsibility and respect.

Having good communication skills also includes being a good listener, this can help you to understand what is expected of you by your employer and make sure you can complete any task you’re given.

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Project Academy

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Problem solving

Employers like staff who can take in information about what is happening around them and apply logic and resourcefulness to any problems that come their way.

Being able to solve problems on your own is a skill that's in demand! Employers love staff members who can save time and help move their business forward, by giving solutions, rather than focusing on the problem, you can stand out to senior team members.

So the next time you see a colleague struggling or a customer needing assistance, take the time to think about how you can draw on your own experiences to solve the problem. Ask yourself questions like: How would you approach this? Have you dealt with similar situations in the past?

Good decisions & Thinking skills

Thinking does not occur spontaneously but must be evoked by problems and questions or by some perplexity; confusion or doubt … John Dewey

What the term refers to is the human capacity to think in conscious ways to achieve certain purposes. Use of the mind to form thoughts, to reason, to reflect.

Creative thinking (Divergent thinking)	**Critical thinking (Convergent Thinking)**
Meta-cognitive thoughts	**Questioning**
System thinking	**reflection**

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Time management

Good time management skills are much more than the basics of getting to work on time, which is a given. When you can organize and manage your time well, you can be more productive and efficient. You'll be able to keep on top of multiple tasks at the same time and help make the business run more smoothly.

Time management and organization skills are in demand and are essential in today's 24/7 world, missed deadlines or missed opportunities can be very costly to employers

Flexibility

Whether your manager asks you to take on a new responsibility or consider a new start time, being flexible with your employer and being able to adapt to change is another sought-after skill.

The world of work is changing at a faster rate than ever before, and employers are looking for people who can keep up and embrace the changes.

Self-control

Conduct one-self with others, Ethics, morals, principles, Will-power, restraint

Risk taking / Stretch goals

Strive for more innovative solutions, **Shaping process** Possibility, Chance

Probability, The bigger the problem, the bigger the opportunities, Learn from your mistakes

Values: Trust, Curiosity, Empathy with others, Interpersonal skills, Making your team mates successful

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Purpose Sense of direction that you achieve, The goals you set

Put first things first, Pro-active outlook, Begin with the ends in mind, and Win-win for all, Project planning

Social Intelligence social rules, effective listening, people watching, social self-efficacy, image management

Community: people & relationships count

Continuous improvements / Quality: Continue to make the process or results better
Quality plan review

Measurements / Feedback: Setting learning goals, How do we validate what we are doing? Balanced scorecard

Innovation / Entrepreneurship: How can I make the process better? Creating value where there was none.

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