

## Professions/ Careers



## Base Line Learning:

Task	Description
Showing up	Some of the most common soft skills employers are looking for and will be assessing you on include: <ul style="list-style-type: none"> <li>• Strong Work Ethic. ...</li> <li>• Positive Attitude. ...</li> <li>• Good Communication Skills. ...</li> <li>• Time Management Abilities. ...</li> <li>• Problem-Solving Skills. ...</li> <li>• Acting as a Team Player. ...</li> <li>• Self-Confidence. ...</li> <li>• Ability to Accept and Learn From Criticism.</li> </ul>
About You	Your Brand, Attitude, non-verbal, SEL
Life-Skills	Mindset-thinking, Creative & Critical Thinking, Trust, Respect, Independence, Collaboration, Kindness, Listening, Empathy,
Team Work	Purpose, Culture, Communication, Sports/ Music Connection, Questioning
Problem Discussion	Making the World Better
Analytical	Framing the Problem, Root Cause, Requirements, Foundational Tools, Planning
Decision Making	Analytical approach, Kepner-Tregoe
Problem Solving	Making the World Better, Brain Writing, Shaping, Decision
Testing	Evaluate & Learn from the design, Reflection
Reporting	Explaining to the Community, Celebration
Tools	Communication, Corporate



## Career Training Extras:


Careers	Description of added skills
<b>Quality Management</b>	<ul style="list-style-type: none"><li>• Quality process</li><li>• Standards</li><li>• Measurements</li><li>• 6-Sigma</li></ul>
<b>Materials flow Management</b>	<ul style="list-style-type: none"><li>• Material supply line</li><li>• Supplier management</li><li>• JIT Flow</li><li>• Inspection techniques</li></ul>
<b>Hospitality Management</b>	<ul style="list-style-type: none"><li>• Customer Interface</li><li>• Room Service; Maintenance</li><li>• Front Desk</li><li>• Grounds Management</li></ul>
<b>Tool Management</b>	<ul style="list-style-type: none"><li>• Calibration Process</li><li>• Training</li><li>• Quality</li></ul>
<b>Manufacturing Management</b>	<ul style="list-style-type: none"><li>• Process Management</li><li>• Quality process</li><li>• Material Handling / Packaging</li><li>• Project Control</li><li>• Balance Scorecard</li></ul>
<b>Systems Management</b>	<ul style="list-style-type: none"><li>• Close loop Systems</li><li>• Process Management</li><li>• Project Management</li></ul>



**Construction skills** While every construction skill may benefit you in your career, you might wonder about the top skills to gain when looking for a construction job. Here are the top 10 construction skills:

1. **Safety procedures** and PPE One of the most important skills you can have on any construction site is a mastery of best practices in safety and personal protective equipment, or PPE. Try to familiarize yourself with the best ways to stay safe on any job site, and the particular safety nuances of a specific job. This will help you stay free from injury and benefit your employer as well, since most construction companies focus heavily on safety training.
2. **Communication skills** Knowing how to communicate effectively with colleagues and supervisors and any direct reports can help you accomplish your work more efficiently. Strong communication skills can also help make the workplace more enjoyable for all.
3. **Growth mindset** Page 4 of 5 Keeping a growth mindset—or a willingness to learn—can help you make a good impression on your supervisor and teammates. Many employers try to hire employees who are eager to learn and grow in their careers. Growth mindset can also help you advance more quickly in the workplace, if you wish to do so. Related: [Using a Growth Mindset To Develop Your Skills](#)
4. **Critical thinking** Critical thinking involves applying reason and problem-solving skills to the challenges you face in the workplace. Critical thinking skills can help you work more effectively and make a good impression with supervisors and colleagues. Related: [6 Examples of Critical Thinking Skills](#)
5. **Literacy and numeracy** **Literacy and numeracy**—or the ability to make sense of written language and numbers—are important skills in the construction field. Many construction employees must read plans and blueprints and well as complete calculations during their day-to-day work. Doing so accurately and effectively can help you succeed.
6. **Technological skills** Technology is an essential component of most modern construction projects, and many construction companies seek to hire employees with strong technological skills. Try to familiarize yourself with the kinds of software and electronic devices most commonly used in your specific construction field.
7. **Time management** Knowing how to manage your time wisely on the job site is a good way to show initiative and complete tasks efficiently and effectively. Consider learning a specific strategy such as the Covey Time Management Matrix to help support this skill. Related: [The Covey Time Management Matrix Explained](#)
8. **Organization** Companies value employees who can stay organized mentally and in their work environment throughout the day. Organization skills can help employees in a construction setting quickly locate the materials they need, understand objectives and stay focused on the most important tasks on the job. Page 5 of 5





9. **Physical strength and stamina** Many construction jobs are physically demanding. People with careers in construction often need to lift heavy items frequently at work and stay on their feet for long periods of time.

10. **Attention to detail** Noticing details at work and taking steps to address them can be another way to succeed in the construction industry. For example, if an item needs to be replaced or a minor repair needs to occur, consider replacing or fixing that item immediately or bringing it to the attention of a supervisor.

