

# EMPLOYMENT RELATED SKILLS IN THE CLASSROOM FOR YEARS 9-12

Employers consider that employment related skills are just as important as job-specific or technical skills. You gain a variety of employment related skills in every subject you study at school. Therefore, it is important to record all the skills you develop so you can prepare a résumé and be better prepared to select courses and careers in the future.



Below is a list of employment related skills with definitions to help you understand what they mean.

<b>Self-management</b>	Ability to take the responsibility for setting and achieving personal goals
<b>Initiative and enterprise</b>	Ability to seek/take advantage of opportunities
<b>Learning</b>	Ability to achieve new skills and/or knowledge
<b>Communication</b>	Ability to express and understand information
<b>Teamwork</b>	Ability to work effectively with others to get things done
<b>Planning and organising</b>	Ability to coordinate and prioritise tasks and resources
<b>Problem solving</b>	Ability to identify problems and develop solutions
<b>Technology</b>	Ability to use appropriate technologies to complete tasks
<b>Cross-cultural understanding</b>	Ability to respect diversity and act without discrimination