

Employability Skills Definitions

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Know Your Employability Skills

Physical work -**I am good at:**

- ☐ using my hands
- ☐ putting things together
- ☐ building things
- ☐ repairing things
- ☐ using tools
- ☐ operating machines
- ☐ using power equipment
- ☐ lifting and carrying

Working with words or ideas -**I am good at:**

- ☐ making myself understood
- ☐ speaking clearly
- ☐ remembering information
- ☐ writing letters to others
- ☐ creating new ideas
- ☐ speaking in public
- ☐ writing ideas clearly
- ☐ giving information logically

Working with people -**I am good at:**

- ☐ caring for others
- ☐ counseling people
- ☐ demonstrating
- ☐ supervising activities
- ☐ helping to solve problems
- ☐ listening to others
- ☐ comforting people
- ☐ understanding others' needs

Working as a leader -**I am good at:**

- ☐ motivating people
- ☐ explaining things to others
- ☐ motivating myself
- ☐ planning ahead
- ☐ running meetings or groups
- ☐ making decisions
- ☐ getting things done
- ☐ solving problems

Working with information -**I am good at:**

- ☐ investigating a problem
- ☐ keeping bank records
- ☐ keeping a budget
- ☐ using a computer
- ☐ using a calculator
- ☐ managing money
- ☐ researching information
- ☐ paying attention to detail

Working creatively or artistically -**I am good at:**

- ☐ playing music
- ☐ drawing or painting
- ☐ dancing
- ☐ performing
- ☐ expressing my ideas
- ☐ making things
- ☐ crafts or sewing
- ☐ woodwork