

Learning basic work habits, attire and work experience.

Skills Employers Want

■ Achiever

- Internal drive to be up and doing
- You get things done, are energetic, & competitive

■ Activate

- Presence, and the ability to have input

■ Attitude

- You cannot succeed unless you think you can.
- Attitude is everything

Skills Employers Want

- Commitment
 - Assist associates and staff in the success of the organization
- Command
 - Ability to take charge and speak out with authority
- Competitiveness
 - The desire to come out on top

Skills Employers Want

- **Courage**
 - Capacity to increase one's determination in the face of resistance
- **Credibility**
 - Takes pride in the quality of work accomplished
- **Dedication**
 - Commitment that follows vision, empowers self, and enables others

Skills Employers Want

- Dependable
 - Can you be relied on & trusted in all situations
- Developer
 - Desire to help others grow and mature
- Discipline
 - Ability to self-structure your time & environment
- Drive
 - Desire to accomplish even when discouraged

Skills Employers Want

- Empathy
 - Feelings for another person's position & needs
- Ethics
 - Capacity to live by a set of principles
- Focus
 - Ability to choose a direction and maintain that direction or goal
 - Ability to identify key priorities
 - Target attention appropriately & stay on track

Skills Employers Want

■ Ideation

- Capacity to explain events & ability to act as a problem solver & source of innovative ideas

■ Knowledge

- Clear and certain mental preparation; understanding of the problem

■ Loyalty

- Devotion for a person, group, or cause

Skills Employers Want

■ Organization

- System for establishing goals and objectives within a given time frame

■ Responsible

- Take ownership of personal behavior
- The ability for seeing that directions and rules are followed

Skills Employers Want

- Self-Confident
 - Belief in you ability, not afraid to make judgments
- Team Player
 - Fit within a group of employees who are set to accomplish similar goals
 - Willing to do whatever is necessary for the success of the organization
- Values
 - Principles, ideals, and high standards of conduct

Personal Management Skills

- Attend work daily & on time
- Meet work deadlines
- Develop career plans
- Know personal strengths & weaknesses
- Demonstrate self control
- Pay attention to details
- Follow written instructions & directions
- Follow verbal instructions & directions

Personal Management Skills

- Work without supervision
- Learn new skills
- Identify & suggest new ways to get the job done
- Use organizational skills
- Demonstrate personal values at work

Employability Characteristics of Successful Workers

- Positive attitude
- Be cooperative
- Be dependable
- Be trustworthy
- Work Hard
- Respect others
- Handle criticism
- Show initiative
- Appropriate dress & good grooming
- Be diligent
- Be capable
- Show commitment

Any Questions?