

Employability skills: How to identify your skills

Communication

Contributes to productive and harmonious relations across employees and customers.

- Listening and understanding
- Speaking clearly and directly
- Writing to the needs of the audience
- Negotiating responsively
- Reading independently
- Empathising
- Speaking and writing in languages other than English
- Using numeracy
- Understanding the needs of internal and external customers
- Persuading effectively
- Establishing and using networks
- Being assertive
- Sharing information

Planning and organising

Contributes to long and short term strategic planning.

- Managing time and priorities - setting time lines, coordinating tasks for self and with others
- Being resourceful
- Taking initiative and making decisions
- Adapting resource allocations to cope with contingencies
- Establishing clear project goals and deliverables
- Allocating people and other resources to tasks
- Planning the use of resources including time management

- Participating in continuous improvement and planning processes
- Developing a vision and a proactive plan to accompany it
- Predicting - weighing up risk, evaluate alternatives and apply evaluation criteria
- Collecting, analysing and organising information
- Understanding basic business systems and their relationships

Team work

Contributes to productive working relationships and outcomes.

- Working across different ages and irrespective of gender, race, religion or political persuasion
- Working as an individual and as a member of a team
- Knowing how to define a role as part of the team
- Applying team work to a range of situations e.g. futures planning, crisis problem solving
- Identifying the strengths of the team members
- Coaching and mentoring skills including giving feedback

Technology

Contributes to effective execution of tasks.

- Having a range of basic IT skills
- Applying IT as a management tool
- Using IT to organise data
- Being willing to learn new IT skills
- Having the OHS knowledge to apply technology
- Having the physical capacity to apply technology e.g. manual dexterity

Problem solving

Contributes to productive outcomes.

- Developing creative, innovative solutions
- Developing practical solutions
- Showing independence and initiative in identifying problems and solving them
- Solving problems in teams
- Applying a range of strategies to problem solving
- Using mathematics including budgeting and financial management to solve problems
- Applying problem solving strategies across a range of areas
- Testing assumptions taking the context of data and circumstances into account.
- Resolving customer concerns in relation to complex projects issues

Learning

Contributes to ongoing improvement and expansion in employee and company operations and outcomes.

- Managing own learning
- Contributing to the learning community at the workplace
- Using a range of mediums to learn - mentoring, peer support and networking, IT, courses
- Applying learning to 'technical' issues (e.g. learning about products) and 'people' issues (e.g. interpersonal and cultural aspects of work)
- Enthusiasm for ongoing learning
- Willing to learn in any setting - on and off the job
- Open to new ideas and techniques
- Prepared to invest time and effort in learning new skills
- Acknowledging the need to learn in order to accommodate change

Self-management

Contributes to employee satisfaction and growth.

- Having a personal vision and goals
- Evaluating and monitoring own performance
- Having knowledge and confidence in own ideas and visions
- Articulating own ideas and visions
- Taking responsibility

Initiative and enterprise

Contribute to innovative outcomes.

- Adapting to new situations
- Developing a strategic, creative, long term vision
- Being creative
- Identifying opportunities not obvious to others
- Translating ideas into action

Professional or technical

Skills specific to your program or occupation such as using equipment, ability to apply a particular theory, scientific procedure, design skill, teaching, counselling, etc.

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