

# ESSENTIAL WORKPLACE SKILLS



## HIGH PERFORMANCE

- Creativity
- Critical Thinking Skills
  - Initiative
  - Innovation
- Leadership Skills
- Life Long Learning
- Problem Solving Skills
- Reasoning/Using Logic
  - Self Esteem
- Teamwork Skills
- Technological Skills
- Written Communication Skills

## FOUNDATIONAL

- Able to Adapt
- Arithmetic/Computation Skills
  - Citizenship
- Computer Skills
- Effective English Oral Communication Skills
  - Goal Setting
  - Listening Skills
- Possess a “Can Do” Attitude
- Reading and Understanding Material
  - Time Management Skills
  - Work Ethic

## PRE-EMPLOYMENT

- Job Seeking Skills
- Personal Preparedness

Brought to you by the **Adams County Work Readiness Team:**

