Topic 7 Worksheet 1

Assessing my employability skills

1. Use the worksheet to define each of the employability skills listed
2. Use the worksheet to number the following skills in order from 1 - the skill you feel most comfortable and capable of displaying to 30 - being the skill you feel most unsure about and feel you may not be as proficient as you would like.
3. Be prepared to discuss these skills in this topic’s corresponding seminar.

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| # | Skill | Definition |
|  | Adaptability  |  |
|  | Aspiration  |  |
|  | Attitude  |  |
|  | Autonomy  |  |
|  | Career management  |  |
|  | Communication skills  |  |
|  | Creativity  |  |
|  | Critical thinking skills  |  |
|  | Customer awareness  |  |
|  | Digital literacy  |  |
|  | Efficiency  |  |
|  | Emotional intelligence  |  |
|  | Entrepreneurship  |  |
|  | Ethics  |  |
|  | Initiative  |  |
|  | Interpersonal skills  |  |
|  | Multi-tasking  |  |
|  | Numeracy  |  |
|  | Opportunity awareness  |  |
|  | Presentation skills  |  |
|  | Problem solving  |  |
|  | Resilience  |  |
|  | Self-direction  |  |
|  | Self-management  |  |
|  | Social intelligence  |  |
|  | Team work  |  |
|  | Time management  |  |
|  | Willingness to learn  |  |
|  | Work ethic  |  |
|  | Writing skills  |  |

(Artess et al. 2017, p.17)