



## ESSENTIAL WORKPLACE SKILLS DEFINITIONS

### **FOUNDATIONAL SKILLS**

#### **Able to Adapt:**

Demonstrates the ability to accommodate and adjust to new or different situations, conditions or environment. Has the ability to learn from and adjust to changing conditions in one's life. Absorb lessons learned from education, daily living and apply to everyday living.

#### **Citizenship:**

The character of an individual is viewed by society as behavior in terms of duties, obligations and functions as a citizen.

#### **Effective English Oral Communication Skills:**

Organizes ideas and communicates oral messages appropriate to the audience or situation. Encourages responses and or feedback from others. Describes work activities utilizing a de-contextualized method.

#### **Goal Setting:**

A process for personal planning that helps choose where one wants to go in life.

#### **Possess a "Can Do" Attitude:**

The ability to choose a positive attitude to try new ideas. Does not let fear of failure be a prohibitive factor.

#### **Reading and Understanding Material:**

Locates and interprets information. Determines the meaning of unknown words and learns from text by interpreting its meaning.

#### **Time Management Skills:**

Assesses own knowledge, skills and abilities accurately; sets well-defined and realistic personal goals; monitors progress toward goal attainment and motivates goal achievement. Is a self-starter.

#### **Work Ethic:**

Follows company rules and expectations for the position. Demonstrates a willingness to accept responsibility for one's own actions.