



## ESSENTIAL WORKPLACE SKILLS DEFINITIONS

### **HIGH PERFORMANCE SKILLS**

#### **Creativity:**

Mental characteristic that allows a person to think outside the box, which results in innovative or different approaches to a particular task.

#### **Critical Thinking Skills:**

Ability to combine ideas or information in new ways and seek connections between seemingly unrelated ideas. Combines, analyzes and evaluates information and data to make decisions and solve problems.

#### **Initiative:**

To perform, or offer to perform task without being asked to do so. To pursue opportunities to learn new skills by engaging in informal on-the-job learning. Initiative may be demonstrated by volunteering to perform tasks to assist your employer or externally by volunteering in the community.

#### **Innovation:**

The process of translating an idea or invention into a good or service that creates value or for which customers will pay.

#### **Leadership Skills:**

Effectively communicates thoughts and feelings to support position. Motivates, inspires and coaches others to realize their potential while leading by example.

#### **Life Long Learning:**

Embraces the concept that it is never too soon or too late to learn. Open to new ideas, decisions, skills or behavior.

#### **Problem Solving Skills:**

Recognizes that a problem exists, formulates and carries out a plan to solve the problems, monitors progress and revises plans as necessary.

#### **Reasoning/Using Logic:**

Discovers rules or principles underlying the relationship between two or more objects and applies it in solving a problem. Uses logic to draw conclusions from available information when given a set of correct facts.

**Team Building:**

Ability to engage others in a collaborative effort.

**Technological Skills:**

Understands the overall purpose and the proper procedures for setting up and operating machines, including computers and related programming systems and software.

**Written Communications skills:**

Has mastered the art of expressing and exchanging ideas while effectively communicating the intent to the reader. Penmanship is legible.

**Business Ethics:**

Interpreting business policy and procedures and having the principles to make the correct decision.

**Business Acumen and Experience:**

Being business savvy; seeing the big picture for the business; have the life experience to make the tough decisions.