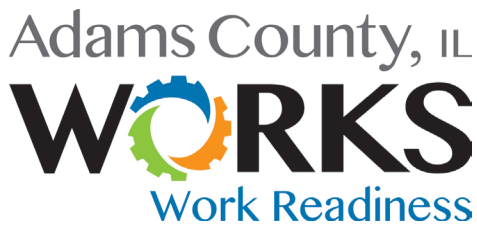


ESSENTIAL WORKPLACE SKILLS



HIGH PERFORMANCE

- Business Acumen & Experience
- Business Ethics
- Creativity
- Critical Thinking Skills
- Initiative & Innovation
- Leadership Skills
- Life Long Learning
- Problem Solving Skills
- Reasoning/Using Logic
- Team Building
- Technological Skills
- Written Communication Skills

FOUNDATIONAL

- Able to Adapt
- Citizenship
- Effective English Oral Communication Skills
- Goal Setting
- Possess a "Can Do" Attitude
- Reading and Understanding Material
- Time Management Skills
- Work Ethic

PRE-EMPLOYMENT

- Arithmetic/Computation Skills
- Computer Skills
- Digital/Social Media Etiquette
- Job Seeking Skills
- Listening Skills
- Personal Preparedness
- Self Esteem
- Teamwork Skills



ADAMS COUNTY WORKS ESSENTIAL WORKPLACE SKILLS IS SPONSORED BY:
GREAT RIVER ECONOMIC DEVELOPMENT FOUNDATION | JOHN WOOD COMMUNITY COLLEGE
UNITED WAY OF ADAMS COUNTY, INC. | WORKFORCE BOARD OF WESTERN ILLINOIS
QUINCY UNIVERSITY | WEST CENTRAL REGION EDUCATION FOR EMPLOYMENT SYSTEM #240