

Workplace Skills List

Main Employability Skills

- 1. Complex Problem Solving**
- 2. Critical Thinking**
- 3. Creativity**
- 4. People Management**
- 5. Coordinating with Others**
- 6. Emotional Intelligence**
- 7. Judgment and Decision Making**
- 8. Service Orientation**
- 9. Negotiation**
- 10. Cognitive Flexibility**
- 11. Communication (Oral & Written)**
- 12. Speed Reading**
- 13. Note Taking**
- 14. Learn How to Learn**
- 15. Analyze Information**
- 16. Leverage Technology**

Basic Skills For The Workplace

Ensheng Dong



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