Employability skills

The ten most important employability skills

1   **Communication skills** – verbal and written; the ability to express your ideas clearly and convincingly

2   **Numerical reasoning** – the ability to carry out simple arithmetical operations and interpret and use data

3   **Logical reasoning** – the ability to reason consistently

4   **Conceptual thinking** – the ability to analyse concepts and arguments, to synthesise ideas into concepts and create new concepts

5   **Teamwork** – working effectively and confidently with others

6   **Planning and organising** – the ability to analyse a task, put together an effective plan and carry it out effectively

7   **Problem solving and creative thinking** – analysing problems, gathering information and using it creatively

8   **Leadership** – the ability to form an effective team and motivate others

9   **Flexibility** – the ability to adapt your thinking and the way to you work to changing circumstances; not being rigid in your thinking

10 **Initiative, self-motivation and self-awareness** – the confidence to act on your own initiative, to motivate yourself to come up with new ideas and solutions and to be self-reflective – able to identify your own weaknesses and areas in which you need to improve