



Skills for work

• Leadership	• Literacy
• Teamwork	• Self-awareness
• Time management	• Independence
• Motivation	• Integrity
• IT	• Decision making
• Numeracy	• Communication
• Written communication	• Organisation
• Flexibility	• Negotiation
• Problem solving	• Initiative
• Confident	• Adaptability
• Reliable	• Creativity

Pick 2 of the skills / attributes above and explain how you can demonstrate these.



What employers want

- What are some of your rights and responsibilities in the work place?
- Can you match the statements to your rights or your responsibilities?

Your right		Your responsibility
	To be on time to work every day	
	To have a safe working environment	
	To inform your manager if you are unable to attend work	
	To have relevant training for equipment	
	To use the appropriate safety equipment provided	



What employers want

Discuss what you think employers want most in employees:

