# Employment related skills definitions – Years 9-12

Employers consider that employment related skills are just as important as job-specific or technical skills. You gain a variety of employment related skills in every subject you study at school. Therefore, it is important to record all the skills you develop so you can prepare a résumé and be better prepared to select courses and careers in the future.

Below is a list of employment related skills with definitions to help you understand what they mean.

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| Self-management | Ability to take the responsibility for setting and achieving personal goals |
| Initiative and enterprise | Ability to seek/take advantage of opportunities |
| Learning | Ability to achieve new skills and/or knowledge |
| Communication | Ability to express and understand information |
| Teamwork | Ability to work effectively with others to get things done |
| Planning and organising | Ability to coordinate and prioritise tasks and resources |
| Problem solving | Ability to identify problems and develop solutions |
| Technology | Ability to use appropriate technologies to complete tasks |
| Cross-cultural understanding | Ability to respect diversity and act without discrimination |