

Essential Tips courtesy of CEC-JPC

Employability Skills

by Destenie Chua





#1: Attain Interpersonal Skills

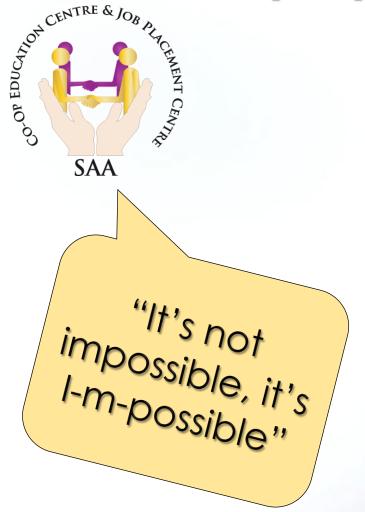
- Valuing Diversity
 - Recognise and respect the different characteristics and perspectives others may have.
- Building Rapport & Understand others
 - To be considerate and consider the needs of others.
 - To understand that different individuals have different needs.



"Good communication means lesser chance for misunderstanding"

#2: Attain Communication Skills

- Be clear and concise
 - Express yourself well in both written and verbal communication.
- Actively Listen & Connect with others
 - Listen to others attentively.
 - Be clear and concise when responding to information.
- Appropriate Body Language
 - Maintain good eye contact.
 - Have a good posture seated or standing.



#3: Be Proactive

- Take on Responsibilities
 - Take the first initiative to volunteer for projects.
 - Be strong-willed, and do not wait to be told what to do.
- Strive for Excellence
 - Continuously monitor your projects succession and identify ways for further improvement.
- Learn and apply Proactive Language
 - "I can"
 - "I will"



#4: Be A Team Player and Teachable

SAA

"Talent wins
games, but
teamwork and
intelligence win
championships."
- Michael Jordan

Cultivate your Team Spirit

• **Get along with others** despite the different backgrounds, knowledge and skills to accomplish the given task.

• Learn from your mistakes

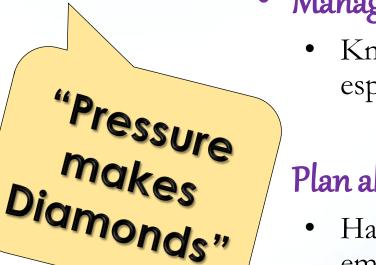
• Identify ways to reap the benefits of your mistakes to benefit both you and your employer.

"Live as if you were to die tomorrow.
Learn as if you were to live forever."

— Mahatma Gandhi



#5: Be Able to work under pressure



Manage work deadline-stress well

• Know how to de-stress and manage stress effectively, especially when work is unexpectedly busy or short handed.

Plan ahead

- Have a few alternative plans in case of any unforeseen emergencies or circumstances.
- Reorganizing and refocusing responsibilities
 - Prioritize work and responsibilities based on urgency and importance.



Tune in next week for more

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