

Essential Tips

courtesy of CEC-JPC

Employability Skills

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#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.**

"Put yourself
in other's
shoes"



#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.

"Good communication means lesser chance for misunderstanding"



"It's not impossible, it's I-m-possible"

#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

- **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.

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

“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.

**“Pressure
makes
Diamonds”**



Tune in next week for more

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