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| Employability skills | | |
| Academic skills | Personal management skills | Teamwork skills |
| 1. Understand and speak the language in which business is conducted 2. Listen, understand and learn 3. Read, comprehend and use graphs charts and displays 4. Read and write effectively in the languages in which business is conducted 5. Think critically and act logically to solve problems and make decisions 6. Understand and solve problems using mathematics and understand the results 7. Use technology, instruments, tools and information systems effectively 8. Access and apply specialized knowledge from various fields (skilled trade, technology, physical sciences, arts and social sciences) 9. Continue to learn throughout life. | 1. Self esteem and confidence 2. Honesty, integrity and personal ethics 3. A positive attitude toward learning, growth and personal health 4. Initiative, energy and persistence to get the job done. 5. The ability to set goals and priorities in work and personal life. 6. The ability to plan and manage time, money and other resources. 7. Accountability for actions 8. A positive attitude towards change 9. Respect for diversity and individual differences 10. The ability to suggest and identify new ideas – creativity | 1. Understand and contribute to an organizations goals 2. Understand and work within the culture of the group 3. Plan and make decisions with others and support the outcomes 4. Respect the thoughts and opinions of others in the group 5. Exercise ‘ give and take’ to achieve group results 6. Lead when appropriate, mobilize the group for high performance |