



TOP 12 PROFESSIONAL SKILLS

Make an effort to learn and practice these skills. They are just as important as the technical skills required for your desired occupation. There are several cases in which employers hire for attitude and general skill first then train for specific skills second.

1. Positive Attitude

A positive attitude can do wonders in turning a department or company around. Having employees who possess a positive attitude can also be contagious; and for employers, it's important for them to seek that kind of energy. A little smile can go a long way!

2. Strong Work Ethic

Hiring people that possess a strong work ethic is a major key to success for any employer. Organizations need people who get stuff done! This skill is best learned through strong role models. Find someone who embodies your definition of success and observe their behaviors in an effort to pick up on some positive routines.

3. Excellent Communication and Interpersonal Skills

The ability to be a good communicator cannot be overlooked. To succeed in the workforce, employees need to know how to communicate as well as listen in order to work effectively with supervisors, co-workers and clients. Listen for complete understanding and engage with eye contact before forming a response. Communication also encompasses email etiquette, speaking on the phone, voicemail messages, meeting minutes and other daily forms of communication.

4. Problem-Solving Skills

Since problems are inevitable, employees who are able to find solutions to daily challenges that arise are true MVP's. Employees who are willing to seek out the advice of others if unable to find a solution on their own after a solid effort, are highly valued.

5. Time Management Skills

As a results-oriented employee, good time management skills are key to getting assignments accomplished. Employers seek employees who consistently complete high quality tasks on time.

6. Flexibility

The way companies do business in today's competitive marketplace is changing all the time. It is the ability to remain adaptable that helps an organization move forward and stay with the current times. You should do the same! Be willing to quickly embrace and adapt to new methods and ideologies as your occupation evolves.

7. Team Player

In today's workforce, many big ideas come from team brainstorming, therefore the ability to work in groups is imperative. Try to build on your teammates ideas to continually improve concepts for the organization as opposed to tearing down ideas of others just to pitch your own.

8. Computer/Technological Skills

Today's jobs all require basic computer skills and technological knowledge. Whether it be for record-keeping, spreadsheets, detailed notes, or presentations, employers will expect you to know at least the basics.

9. Project Management Skills

Individuals going about the daily routine of their job will need to know how to prioritize, organize and plan each activity to be able to get the best job done in the least amount of time.

10. Self-Confidence

Self-confident employees are able to detach themselves personally from any challenges that they experience on the job. Self-confidence gives employees a sense of strength as they pursue their personal goals as well as those of an organization. A firm handshake is a good demonstration of a self-confident employee.

11. Ability to Accept Constructive Criticism

There is always room for everyone to grow and learn and the employee that is able to take constructive criticism and use it to improve their performance will be seen as a valuable team member to any organization.

12. Strong Research Skills

Employers seek employees who are able to do the basic research and have the ability to gather important information for projects and identify how and what competitors are doing to make themselves successful.

Professional Skills are a part of your Emotional Intelligence, a set of skills and abilities that enable us to interact successfully and in a positive manner with the people around us, thereby contributing to our success, not only in the workplace, but in every aspect of our lives. Your emotional intelligence is the foundation for a host of critical skills—it impacts almost everything you say and do each day. Truly successful people are those who have high levels of emotional intelligence, as they know how to interact effectively with others. Humans are social beings, which means that interpersonal relationships – and how you manage them – will always play a role in how successful you are.

“They may forget [exactly] what you said -
but they will never forget how you made them feel.”

- Carl W. Buehner