

# THE NOTABLE 9

## SKILLS FOR WORKFORCE READINESS

1



### ORGANIZATION & TIME MANAGEMENT

Managing materials in order to focus on the most important and time-sensitive tasks so that the amount of time wasted on non-essential duties is limited: organize, prioritize, schedule

2



### COLLABORATION

The action of working with others to produce a product  
Work productively, show mutual respect, positive communication, balance personal achievement with group goals, work in diverse groups, manage conflict

3



### INTERPERSONAL SKILLS/COMMUNICATION

Transmit facts, thoughts, ideas, interpretations, desires, and emotions through the following modes: Speaking, listening, written, formal vs. informal language register, social awareness

4



### WORK ETHIC

A set of values centered on the importance of doing work and reflected in a desire to persist: grit, growth mindset

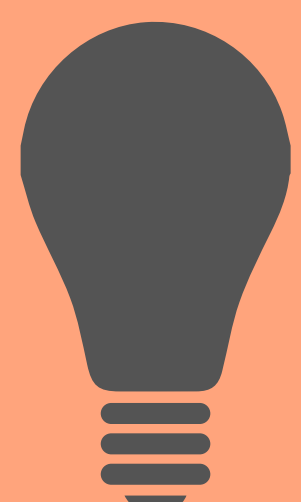
5



### ADAPTABILITY

The quality of being able to adjust to new situations Make changes based on need or environment, agility - able to respond to unexpected circumstances

6



### CRITICAL THINKING & PROBLEM SOLVING

Thoughtful analysis and synthesis of information to achieve a desired outcome  
Identify problems, set goals, create possible solutions

7



### LEADERSHIP

Sharing a vision, enlisting the talents of group members, and working collectively toward a future goal: inspire and engage others, take ownership, results

8



### CREATIVITY

The use of imagination to make new things or generate meaningful new ideas: innovation, flexibility, curiosity, thinking outside the box

9



### PROFESSIONALISM

Methods, characteristics, and attitudes of a person representing an organization: courteous, honest, responsible, punctual, conscientious, motivated



**Each Student. Every Time. Empowered to Succeed.**