

# Work Ready Essential Skills

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Below are the **Work-Ready Essential Skills** most identified by employers and educators that students must develop to be ready to enter the workforce and to successfully transition to college. **They are skills for life.**

## **1. Writing and Speaking to Communicate:**

I write to communicate my ideas clearly with few spelling or grammar errors and I speak clearly so that people understand me.

## **2. Reading With Understanding:**

I read to understand directions, texts, manuals etc. and ask questions if I don't understand.

## **3. Using Math to Analyze and Solve Problems:**

I think about how to describe and solve a problem. I understand how to use math and data to develop possible solutions.

## **4. Accessing Information Using Technology:**

I can use computer programs easily and am able to quickly access information from reliable sources online

## **5. Actively Listening and Taking Initiative:**

I listen *actively* – I hear what people say and ask if I don't understand; and I take initiative to get things done.

## **6. Being Punctual and Reliable:**

I arrive on time for school/work, set goals and establish priorities. I consider others' time to be just as valuable as my time.

## **7. Exercising Honesty and Integrity:**

I make honest choices, am truthful, and take responsibility for my actions and my mistakes.

## **8. Working Accurately and Safely:**

I pay attention to detail, dress appropriately on the job, and understand the value of safety and rules that protect the health and safety of others. I think about how my actions might affect my safety and the safety of others.

## **9. Resolving Conflicts:**

I help resolve conflicts or problems with others and negotiate reasonable solutions.

## **10. Cooperating with Others and Working in Teams:**

I can motivate and support my friends, foster mutual respect and cooperation, and work well with other people, even if they are different from me or I don't know them.

Based upon business/industry surveys as well as educational studies throughout the country, those students who have acquired these skills before graduating from high school will be better lifelong learners and most able to succeed in the workplace of today and tomorrow.

With these skills, students will be in a position to make choices that are best for them as they go on to college, start immediately on a career, apprentice with a trade, or even start their own businesses.

### **Suggestions for students:**

- ✓ Take classes that emphasize these skills
- ✓ As you gain these skills, include them on your resume
- ✓ Describe the skills you have gained on your college and job applications
- ✓ Document the acquisition of these skills in a portfolio throughout high school

**Work Ready**

**College Ready**

**Life Ready**