



# **17 Essential Workplace Skills**

## **BASIC SKILLS:**

- 1. Reading and Understanding Both Technical and Non-Technical Material**
- 2. Written Communication Skills**
- 3. Listening Skills**
- 4. Arithmetic/Computational Skills**
- 5. Effective Oral Communication Skills**
- 6. Technological Skills**

## **PERSONAL SKILLS:**

- 7. Problem-Solving**
- 8. Reasoning/Using Logic**
- 9. Critical and Creative Thinking Skills**
- 10. Decision-making**
- 11. Knowing How to Learn**
- 12. Application to Life**

## **THINKING SKILLS:**

- 13. Responsibility/Goal Setting**
- 14. Self-management Skills**
- 15. Self-Esteem**
- 16. Teamwork/Sociability**
- 17. Leadership Skills**