

# SOFT SKILLS

1

## SAFETY

Being aware of ALL safety requirements and utilizing them to protect yourself and others.

2

## RELIABLE

Always doing your work to the best of your abilities and accurately.

3

## FOLLOWING PROCEDURES

Knowing the correct way to do your tasks, reading and understanding procedures, asking questions for clarifications.

4

## ORGANIZATION

Knowing the proper placement for items, organizing your thoughts, your time, your day, your week, your month, Using your time wisely.

5

## PLANNING

Think about your daily activities and prepare to do them in a timely manner. Be Prepared by having you supplies and equipment ready when needed.

6

## PROBLEM SOLVING

The ability to look at problems and think about them to construct a viable solution. When faced with a problem know who you can ask for help.

7

## COMMUNICATIONS

Listening, speaking, writing, presenting, sharing information digitally. Having the knowledge and confidence to share ideas with others and ask questions for clarification.

8

## PRESENTING

The ability to take information and prepare it in a way to share with others and explain the information for others to gain understanding.

9

## WRITTEN SKILLS

The knowledge of how to professionally write emails, letters, reports, presentations and other documents to convey information to others.

10

## TEAM WORK

Agile approach while working with others from diverse backgrounds including education. Knowing the hierarchy of the organization that you work with.