



What are workplace skills?

Workplace skills refer to the basic attitudes, skills and knowledge you need to prepare for, find and keep a job. It's about the added extras that give the employer confidence you will make an attractive employee.



Your added value in the workplace will be determined by three elements:

Attitudes: your way of thinking about a person, thing or task

Behaviors: the way in which you conduct yourself, especially towards others.

Skills: Your ability to do something well, whether from talent, training or practice.



Top attitudes:

Showing initiative and the ability to work independently and balancing this with an ability to take instructions and follow directions. Demonstrating reliability, commitment and integrity at all times.



Top behaviors:

Showing courtesy to your colleagues and clients and working well as part of a team. Learning to be adaptable – coping with changes both within work and in your personal life, without the changes affecting your professionalism or productivity.



Top skills: Being organised – showing that you can prioritise, work efficiently and productively and manage your time well. Communicating effectively both verbally and non-verbally and being an effective negotiator. Dressing neatly and taking care of your personal appearance, and ensuring that that you present yourself in the right way for your particular workplace.



Keep a positive attitude, be a team player and fulfil the demands of your role to the highest levels of your capability at all times.

Workshops are free of charge to attend.

For information on the Workplace Skills workshop or to register

telephone 0208371 3280

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