

Skill Cards

Rank the 20 skill from the most important to the least important.

Communication

The ability to share ideas clearly through speaking, writing and listening.

Teamwork

Working effectively with others to achieve a shared goal.

Problem Solving

Finding practical solutions to challenges and overcoming obstacles.

Adaptability

Being flexible and responding positively to change.

Time Management

Organising your time and meeting deadlines.

Reliability

Being dependable and completing work as expected.

Professionalism

Behaving responsibly, respectfully and ethically in the workplace.

Digital Skills

Using technology confidently and effectively at work.

Leadership

Supporting and motivating others to achieve objectives.

Critical Thinking

Evaluating information before making decisions.

Creativity

Generating new ideas and approaching problems in different ways.

Resilience

Remaining positive and recovering from setbacks.

Initiative

Taking action without waiting to be told what to do.

Emotional Intelligence

Understanding and managing your own emotions while recognising those of others.

Customer Focus

Understanding and meeting the needs of customers or clients.

Organisation

Planning tasks and managing resources efficiently.

Willingness to Learn

Being open to developing new knowledge and skills.

Attention to Detail

Completing work carefully and accurately.

Decision Making

Choosing appropriate actions based on available information.

Negotiation and Influence

Persuading others and reaching mutually beneficial outcomes.