

# EMPLOYABILITY SKILLS

The employable adult should be able to:

- E.1. Effectively contribute to a team as demonstrated through cooperation, leadership, giving, and accepting critical feedback to work toward a common goal.
- E.2. Utilize workplace tools and technologies to communicate effectively (e.g., memos/e-mails, basic computer programs, phone systems).
- E.3. Model compliance of workplace policies and procedures.
- E.4. Utilize and support workplace organizational structures (e.g., company departments, Corporate goals, chain of command).
- E.5. Utilize resources responsibly.
- E.6. Identify and effectively use skills and materials needed for a particular task.
- E.7. Accurately analyze information and respond appropriately.
- E.8. Interact with others in a professional manner.
- E.9. Analyze self-performance to better understand strengths and areas for improvement.
- E.10. Seek out opportunities for advancement and improvement of personal skills.