*Employability Skills*

In this guide, you will discover:

-What employability skills are

-Why they are important

-How to improve them at school

-How to showcase them in your UCAS application, CV and much more...

According to global employers, the top five most important employability skills are:

**Problem solving**

**Teamwork**

**Communication**

**Adaptability**

**Interpersonal skills**

 **92% of hiring managers said soft skills are more important than technical skills.**

**1. PROBLEM SOLVING**

Problem-solving is just what it sounds like: the ability to solve problems. This is a particularly useful transferable skill that also demonstrates a group of subskills:

**Research:** the ability to define and gather information on the problem

**Creativity**: the ability to generate potential solutions

**Decision-making**: the ability to choose the most effective solution

**Implementation**: the ability to enact that solution

**Analytical:** the ability to measure the effectiveness of the changes you’ve made

Beyond the steps above, problem solvers can typically think on their feet, adapt and take initiative. They are good with ideas and can act fast when needed.

**2. TEAMWORK**

Essentially, teamwork is one's ability to work well in a team. But it's much more than that. It encompasses many different skills:

**-Supporting the members of your team**

**-Making others feel welcome and valued**

**-Knowing your own strengths and weaknesses**

**-Working towards a common goal**

Being a team player demonstrates communication skills, empathy, collaboration, adaptability... the list goes on.

**3. COMMUNICATION SKILLS**

Communication is the act of transferring information. But that's just the tip of the iceberg. Communication skills also include:

**-Active listening**

**-Verbal communication**

**-Body language**

**-Confidence**

**-Empathy**

**-Respect**

**-Open-mindedness**

**-Clarity**

**4. ADAPTABILITY**

Adaptability is your capacity to adjust to new conditions - something Covid-19 has tested for everyone. It goes hand in hand with problem solving, as both involve unforeseen circumstances. Adaptability also demonstrates:

**-Creativity**

**-Receptiveness**

**-Patience**

**-Decision-making**

**-The ability to work under pressure**

**-Time management**

**-The ability to meet deadlines**

Flexibility in the workplace is becoming more and more important. If a team cannot adapt, a big setback could undo everything. With a team that can, there is almost no setback that cannot be overcome.

**5. INTERPERSONAL SKILLS**

Interpersonal skills encompass your ability to interact with others. They make the workplace run smoothly. Some examples are:

**-Conflict management**

**-Empathy**

**-Leadership**

**-Negotiation**

**-Positive attitude**

**-Listening**

These are especially important for managers, as they need to be able to express recognition, resolve disputes and listen well to their employees.

Those with strong interpersonal skills tend to build better working relationships, as they naturally strive to understand their colleagues and what motivates them