BUILDING WORKPLACE SKILLS

No matter what your future career path may be, you can help develop the ‘know-how’ employers seek. Try these tips to begin preparing for the workplace.

“I Know Computers” Training in word processing, database, and spreadsheet programs as well as e-mail and the Internet is increasingly expected in the workplace. Take courses that will prepare you for these skills!

“I’m A Team Player” All employers want workers that can be a part of a ‘team’ and work well with others. Families can help build these skills by doing family projects in which each member has an important role!

“I Communicate Clearly” Written and oral communication skills are important on most jobs. Spend time on classroom essays and learn from teacher comments. Choose a speech for a classroom project to gain experience in oral communication.

“I Can Make Smart Decisions” The ability to make decisions will help you in school and on the job. Making decisions involves these four steps: 1) identify the options, 2) gather information, 3) list the pros and cons, 4) make a decision. Practice these steps in making small everyday decisions and when the big choices arise, you’ll be prepared.

Taken from *High School Years*