

Personal Management and Employable Skills

THURSDAY APRIL 28, 2016

LEARNING GOAL: PM



Personal Management Skills



Positive Attitudes and Behaviours

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Responsibility

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Adaptability

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Time Management Strategies

- Know how to spend your time.
- Set _____.
- Use a _____ tool.
- Get _____.
- Schedule your time appropriately.
- _____: get help from others.
- Stop _____.
- Manage external time wasters.
- Avoid multi-tasking.
- Stay _____.



How do you manage?

Reflect on the top 10 time management strategies:

- 1. how many of these strategies do you exercise on a regular basis?

- 2. What can you start doing differently to manage your time better?

- 3. How do you think your current time management affects your daily life and success?



Employable Skills



Categories of Skills

Technical Skills

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Personal Skills

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Transferable Skills

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Top Ten Work Skills



Top 10 Work Skills

- Communication skills
- Teamwork skills
- Time management skills
- Problem solving skills
- Organizational skills
- Learning skills
- Computer skills
- Listening skills
- Creativity skills
- Leadership skills
