

1  **Basic Job Skills**

2  **Reasoning**

- Having Common Sense
- Being practical
- Being able to make good decisions
- Thinking
- Being a team player
- Also having job skills such as (telephone skills, courtesy, accuracy, being on time, and good work ethics

3  **Problem solving**

- Being able to solve problems
- Coming up with more than one solution
- (this will be discussed in a later module in greater detail)

4  **Marketable Skills**

- Be willing to learn new things in your job so that you will be able to give your job the best performance you can
- This may be a work study job but is a job none the less and needs to be treated as such
- Communicate well with others being able to speak well so that others can understand you
- Be respectful to others this is a job and needs to be treated in that matter
- Be flexible
- Ability to use reasoning skills to solve problems

5  **Marketable skills Continued**

- Use of problem solving skills
- Having personal management skills
- Work well with others
- Being on time for work
- Courtesy and being polite to others
- Read
- Write
- Ability to do simple math
- Speak well so that others can understand you

6  **Other Basic Job Skills**

- Telephone skills being able to speak in a clear fashion
- Perseverance Steady persistence in adhering to a course of action, a belief, or a purpose; steadfastness
- Courtesy going that extra mile to complete your job
- Polite behavior
- A polite gesture or remark

7  **Other Basic Job Skills**

- Telephone skills being able to speak in a clear fashion
- Perseverance steady persistence in adhering to a course of action, a belief, or a purpose; steadfastness
- Courtesy going that extra mile to complete your job
- Polite behavior
- A polite gesture or remark

8  **Basic Skills Continued**

- Accuracy: The state of being accurate; freedom from mistakes, this exemption arising from carefulness; exact conformity to truth, or to a rule or model; precision; exactness;

nicety; correctness; as, the value of testimony depends on its accuracy.



Basic Job skills Continued...

- Being on time which is a state of showing up and performing your job and getting things done on time
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- Good work ethic the state of having pride and showing effort in the work you do
- Being able to work as a team player working well with others