

## General skills for future jobs

- Active Listening. Makes others feel important
- Can meet deadlines
- Communication.
- Creativity.
- Being able to deal well with customers
- Deals with the unexpected well and thinks clearly without panic.
- Decision Making.
- Ability too communicate easily with others
- Leadership. Can take the initiative and direct others.
- Public Speaking.
- Problem-solving.
- Teamwork. Is a good team player and able to work alongside others.

### Planning and organising

- Self-management. Can work independently
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- Technology skills