

# EIGHT

## JOB SKILLS YOU CAN LEARN AT HOME

[kwhab.ca/employment](http://kwhab.ca/employment)

### COMMUNICATION SKILLS

# 1

**Why it's important:** Being able to express yourself clearly and listen to others.

**How to practice:** Have regular conversations with family and friends. Try explaining something new you've learned or done today to someone else. Practice talking about topics that would be okay or appropriate to talk about in the workplace (ex. the weather, sports, etc).

### 2 TIME MANAGEMENT

**Why it's important:** Employers value employees who can use their time well and get tasks done on time.

**How to practice:** Create a daily schedule or to-do list and stick to it. Set specific times for tasks like studying, chores, and free time.

### 3 TEAMWORK

**Why it's important:** Most jobs require working well with others.

**How to practice:** Participate in group activities or projects at home, like cooking a meal together or playing team games.

### 4 PROBLEM-SOLVING

**Why it's important:** Being able to find solutions to problems is a valuable skill in any workplace.

**How to practice:** Work on puzzles or play strategy games!

### 5 COMPUTER SKILLS

**Why it's important:** Many jobs require basic knowledge of computers and the internet.

**How to practice:** Spend time at home or the library using a computer to write emails, create documents, or search for information online to practice using a computer.

### 6 RESPONSIBILITY

**Why it's important:** Employers look for reliable and responsible workers.

**How to practice:** Take on household responsibilities, like taking care of pets, cleaning, or managing your own money.



### 7 ADAPTABILITY

**Why it's important:** Being able to adapt to changes and new situations is crucial in today's fast-paced work environment.

**How to practice:** Try new activities or learn new skills regularly. Be open to changing plans or routines when needed.

### 8 SELF-MOTIVATION

**Why it's important:** Employers appreciate workers who can see and do things that need to be done without being asked, and work without constant supervision.

**How to practice:** Set personal goals and work towards achieving them, like finishing a book or learning a hobby.