

Definition of Technical Skills and Workplace Readiness Skills

Technical Skills

Technical skills refer to the practical, hands-on abilities and knowledge required to perform specific tasks within a particular field or industry. These skills are often tangible and directly applicable to a job or profession, involving the use of tools, equipment, software, or specialized techniques. Technical skills can range from proficiency in operating machinery and using software programs to understanding specific processes, procedures, or methodologies relevant to a particular occupation. They are essential for individuals to effectively carry out their duties and contribute to the success of a specific role or industry.

Workplace Readiness Skills

Workplace readiness skills, often referred to as employability skills, are a set of attributes and competencies that individuals need to thrive in a professional environment. These skills are crucial for success in the modern workplace, contributing to an individual's effectiveness and overall career advancement.

- **Communication Skills:** The ability to convey information effectively through written, verbal, and non-verbal means.
- **Teamwork and Collaboration:** Working harmoniously with colleagues to achieve common goals and contribute to a positive work environment.
- **Critical Thinking and Problem Solving:** Analyzing situations, making informed decisions, and solving problems using logical and creative thinking.
- **Adaptability and Flexibility:** Being open to change, adjusting to new circumstances, and learning quickly in dynamic work environments.
- **Time Management:** Efficiently organizing and prioritizing tasks to meet deadlines and achieve objectives.
- **Leadership:** Taking initiative, motivating others, and assuming leadership roles when necessary.
- **Work Ethic:** Demonstrating dedication, responsibility, and a strong commitment to professional standards.
- **Interpersonal Skills:** Building positive relationships with colleagues, clients, and superiors.
- **Professionalism:** Upholding a high level of integrity, ethics, and behavior consistent with workplace expectations.
- **Technological Literacy:** Proficiency in using relevant technologies and tools essential for the job.