

10 Essential Employability Skills

Strayer University has leveraged insights from employers, business leaders, and recruiters to identify 10 skills that have always been valued in the workforce. Here are 10 skills identified as valuable to professional success, no matter what career path you decide to pursue. Honing these skills will not only make you more marketable entering the career field but will also help you adapt to the everchanging workforce.

Skill	Why Is This Important?
Initiative	Initiative is an essential workforce skill because it ensures tasks are being completed and helps to prevent potential challenges. Employees who take initiative identify opportunities, act without being prompted, and take personal responsibility.
Problem Solving	Individuals with strong problem-solving skills possess the ability to reason and solve quantitative problems in a wide array of authentic contexts and everyday life situations.
Communication	Good communication skills are vital in working effectively, building solid relationships, and preventing misunderstandings. Effective communication in the workplace helps employees and managers form highly efficient teams.
Results Driven	Someone who is results driven maintains appropriate focus on outcomes and accomplishments, is motivated by achievement, and persists until the goal is reached. They convey a sense of urgency to make things happen.
Technology	If an employee has strong technology skills, they can utilize a variety of tools, learn new ones, and efficiently problem solve when something goes wrong. These may be digital tools, machinery, or other electronics deemed essential for work.
Innovation	Employees who have strong innovation skills frequently think of new ideas and processes, create different ways of doing work to improve the business, and are open to learning new things and have new experiences. They easily brainstorm, consider solutions that others do not see, keep an open mind, and ask questions.
Self and Social Awareness	Employees who have strong self and social awareness are strong collaborators, meaning they can see and explore a range of perspectives, adjust their own point of view, work with diverse colleagues, resolve conflict, and demonstrate strong cross-cultural competence.
Productivity	Productivity is an essential workforce skill because it increases an organization's profitability, reduces waste of time and materials, optimizes resources, enables growth, and increases engagement. If an employee is productive, they carry out responsibilities consistently, persistently, reliably, and with integrity.
Agility	Agile professionals are flexible and adaptable in the face of change.
Relationship Building	The first and the foremost importance of a healthy relationship is that it leads to mental peace and a positive ambience in the workplace. Healthy relationships among employees also go a long way in instilling a sense of pride and loyalty for the organization.