Knoword

Name:_____

Employability Skills

Employability Skills

Knowledge of Technology	Critical Thinking	Stress Management	Teamwork
Academic Preparation	Productive Work Habits	Leadership	Time Management
Problem Solving	Ethical Behaviors	Professionalism	Work-Life Balance
Effective Communication			

Read the clue in the left column, and write your answer in the right column. Notice the letter that the answer starts with in the corner of each cell in the right column.

s transferring information from one place to another, whether it is vocally, written, visually or non-verbally	Starts with E
Are values or standards which direct the way individuals live	Starts with E
Is required for professional advancement Consists of the desire and ability for life-long learning	Starts with A

LIVEWORKSHEETS

Being able to evaluate arguments and information quickly, solve problems creatively and identify mistakes with efficiency	Starts with C
Requires gathering reliable information, assessing the information for answers and selecting a suitable solution based on the situation	Starts with P
Working effectively and efficiently with others	Starts with T
Choosing to work smart every day through consistent behavior, resulting in increased productivity	Starts with P
An employee prioritizing between work productivity, responsibilities and their lifestyle outside of work.	Starts with W
Is the ability to cope with job concerns which benefits an individual's personal and professional life.	Starts with S
Allows businesses to expand quickly and efficiently	Starts with K

LIVEWORKSHEETS

Is the ability to plan and execute control over the amount of time spent on specific activities to effectively accomplish goals in a timely manner	Starts with T
Ability to motivate people	Starts with L
Specific style of behavior in the workplace	Starts with P

LIVEWORKSHEETS