Employment Soft Skills

Soft skills are non-technical skills that help people get and keep a job.

- Punctuality
- Good attendance
- Good communication
- Knowing when and how to ask for help
- Appropriate attire, hygiene, grooming
- Honest
- Trustworthy
- Manners
- Respectful
- Cell phone use
- Reliable
- Problem-solving skills
- Motivation
- Time management skills
- Flexible and adaptable
- Friendly
- Hard-working
- Helpful
- Organized
- Patient
- Positive attitude
- Team player

CTA students will demonstrate basic employability skills including work, social and hygiene habits.

- Be on time for work
- Begin work right away
- Stay on the job
- Finish the job
- Follow the schedule
- Work carefully
- Keep work area neat and clean
- Follow safety rules
- Accept suggestions
- Follow directions
- Follow supervisor’s instructions
- Ask for help if needed
- Greet co-workers
- Dress right for the job
- Look clean and neat for work
- Enjoy the job

Skills students are working on during lunch may include:

- Safety in the community
- Purchasing
- Dollar more
- Money Management
- Nutrition
- Manners
- Communication