

Skills Employers Seek

Skills	More specifically...	As a CEHD student, how might I develop these skills during my undergraduate studies?
Adaptability	<ul style="list-style-type: none"> --Develop a habit of curiosity. --Think creatively. --Solve problems effectively and quickly. --Work well with those who are different from you. 	<p>Volunteer at an organization that you can see yourself working with in the future.</p> <ul style="list-style-type: none"> --Gain hands on experience. --Chance to see how such settings might operate. --Chance to work with people who may be different from you. --Observe and learn from your environment (i.e., how do others solve problems that arise).
Reading & Writing Skills	<p>Be able to...</p> <ul style="list-style-type: none"> --extract the important ideas from written words as well as graphs/tables. -- apply information to solve problems and answer questions. -- write introductory summaries and wrap-up statements. -- document and illustrate ideas, including creating tables and graphs. -- communicate (orally) ideas clearly, concisely, accurately, and logically. 	<p>Do research with one of your professors:</p> <ul style="list-style-type: none"> --Learn how to identify, understand, and solve a problem; create graphs/tables, write literature reviews, and share your ideas. --Study topics that match your interest or major. --Apply for financial support from UROP (Undergraduate Research Opportunities)!
Communication Skills	<ul style="list-style-type: none"> --Be able to communicate, orally, ideas clearly, concisely, and persuasively. --Use "active" (versus passive) listening skills. --Ascertain that you and another have a common understanding of the message. --Be curious enough to probe for critical information --Be sensitive enough to hear and relate to the emotions behind another's words. 	<p>Learn Abroad:</p> <ul style="list-style-type: none"> --Be immersed in a culture and/or new a language. --Learn how to communicate with diverse groups/individuals. --Build listening skills, communication, and learn to be more culturally aware. -- Can help you meet major/minor requirements for and fulfill liberal education requirements.
Computational Skills	<p>Be able to...</p> <ul style="list-style-type: none"> --identify problems in data. -- reason numerically. -- apply/use data to solve problems 	<p>Do research with one of your professors:</p> <ul style="list-style-type: none"> --Learn how identify problems with data and how to interpret and understand the data you might generate through a research study. --Study topics that match your interest or major. --Apply for financial support from UROP (Undergraduate Research Opportunities)!
Computer Skills	<p>Be able to...</p> <ul style="list-style-type: none"> --use a major word-processing program. --use a spread-sheet program. --use a data base management program. --use the internet and world wide web. --use e-mail. 	<p>Volunteer with an organization or specific program within the organization:</p> <ul style="list-style-type: none"> --Involves the consistent use of computer-related technology (i.e., Microsoft Office programs; the world wide web). -- Use computers to create, manage, and organize office functions. --When you don't know how to use a program, its okay to ask because you are a volunteer and they know that you are also there to learn!

Group Interactional Skills	Be able to... --solve problems in a group. -- think creatively in a group. -- judge and engage in appropriate behavior. -- cope with undesirable behavior in others. -- absorb/deal with stress. -- deal with ambiguity. -- inspire confidence in others. -- share responsibility with others. -- interact effectively with others. -- negotiate from a "win-win" perspective.	Take a Service Learning Course: --Work at community organization. --Gain direct experience applying the content, ideas, and issues discussed in your class to a work setting. -- Chance to work with others in a group setting where you can observe and learn how to best interact and deal with others in the group. --Support from your instructor to reflect on your work with others, identifying skills you have and could improve on. --For example, PSTL 1211 People and Problems, SOC 3411 Organizations and Society, and PHIL 3307 Social Justice and Community Service , are courses that can help you develop these skills!
Interpersonal influence Skills	--Be able to achieve personal goals, as well as influence others and the larger organization. --Know how organization is structured, how it works, and why it works the way it does. --Know how, why, when, and by whom decisions are really made.	Do an Internship : --Intern with an organization that best matches the setting you might want to be in after graduating with your degree. --Learn skills and knowledge about a specific setting and how that organization works. --Observe and learn from your environment (i.e., who and how do people in that setting make decisions).
Leadership	-- Self-awareness and self-regulation --Motivation --Commitment --Engaging others and working toward a larger vision based on shared values and goals --Social skills --Integrity - possessing ambition, competence and a moral compass	Take a Service Learning Course: --Work at community organization where you are supporting a cause that may be of importance to you. --Chance to advocate for and support a cause with others who may share similar beliefs in its importance. --Support from your instructor to reflect on your personal growth. -- PA 3971 Leadership Minor Field Experience, PSTL 1211 People and Problems, and PHIL 3307 Social Justice and Community Service , are courses that can help you develop these skills!
Know how to learn	--Understand how you absorb and retain information. --Learn when you are most alert and use this time to learn. --Keep aware of external events and reflect on how those events affect you.	Develop and practice these skills in any of the experiences described above. The key is to take time, be intentional and reflect on your day to day experiences so that you become more aware of how things/situations affect you. Make changes for further growth and learning. Some experiences incorporate this into the curriculum/program. You can also do this on your own; for example, you can journal, talk with mentors, etc.
Self-management skills	--Believe in your self-worth. --Take sole responsibility for setting your goals. --Generate internally the motivation to accomplish your goals. --Take actions that will best ensure your personal and career development.	See the above cell.

Adapted from: Hall, V. and Wessel, J. (1989, December 3). As today's work world changes, so do the skills employers seek. *The Atlanta Journal/The Atlanta Constitution*, p. 53S. (Part I); and Hall, V. and Wessel, J. (1989, December 10). Today's employees need skills once reserved only for "top brass." *The Atlanta Journal/The Atlanta Constitution*, p. 39R. (Part II)