

Core Empowerment Skills

Teamwork	Problem Solving	Communication	Reliability	Adaptability	Trainability
Working with others towards a common (shared) goal	Solution focussed process to overcome a difficulty or predicament	The ability to receive, send, understand, share and present information to/with others	The ability to be trustworthy and dependable, particularly in difficult situations	The ability to cope with and manage change positively	The ability to be trained to acquire new Attitude, Skills or Knowledge
<ul style="list-style-type: none"> • Cooperation • Communication • Tolerance • Trust • Motivation • Commitment • Encouragement • Sharing ideas • Leader and Support Roles 	<ul style="list-style-type: none"> • Recognition of Problems • Identifying Goals and Obstacles • Gathering Information • Generating Options and Consequences • Selecting Options and Decision Making • Taking Action • Review and Modifying • Perseverance 	<ul style="list-style-type: none"> • Verbal Skills • Listening skills • Literacy • Numeracy • Presentation Style (Assertive, passive, aggressive) • Non Verbal (Body Language) • Understanding • Debating & Discussion (Moral dilemmas) • Negotiation Skills • Public Speaking • Self Confidence 	<ul style="list-style-type: none"> • Integrity • Honesty and Openness • Consistency of application • Effort • Timekeeping • Time Management • Standards of work and Work Rate • Complying with Instructions • Planning Skills • Preparation Skills • Self Discipline • Responsibility for own actions 	<ul style="list-style-type: none"> • Flexibility • Compliance • Enthusiasm • Energy • Effort • Conflict Resolution • Raised Self Esteem 	<ul style="list-style-type: none"> • Complying with Health & Safety legislation and guidelines • Risk Assessment and Management • Duty of Care • Self Awareness • Willingness to Learn

