Basic Employability Skills

RESUME

Career Objective:
Management Consultant with 20 years of experience providing objective advice, expertise and specialist skills with the aim of maximizing growth and improving business performance.

Professional Experience:
• Over 20 years of in-depth experience in the interior sector experience.
• Improved the accuracy of budget forecasts.
• Established good working relationships with key stakeholders.
• Developed successful strategies to increase market share.
• Led teams of consultants in strategic projects.
Objectives

When trainees have completed this session, they should be able to do the following:

3. Explain the importance of social skills and identify ways good social skills are applied in the construction trade.
   
d. Identify and describe various social issues of concern in the workplace.
   
e. Describe how to work in a team environment and how to be an effective leader.
3.4.0 – Social Issues

The construction workplace represents a cross-section of society. As is true throughout the world, personal issues and challenges exist. Harassment, major stress, and drug and alcohol abuse are problems that must be acknowledged and addressed.
3.4.1 – Harassment

• Defined as negative behavior that may be based on race, age, disabilities, gender, religion, etc.

• Creates a negative working environment.

• Sexual harassment is illegal; it is typically repeated if not addressed.

• Bullying is more common but reported less often.

• Adult bullying is difficult to handle through simple positive interaction.

• Careful and consistent documentation of social problems is critical to the success of any remedy.
3.4.2 – Substance Abuse

Substance abuse, whether it be alcohol, illegal drugs, or legal medications, is absolutely unacceptable in the construction environment. There is zero tolerance.
3.4.2 – Drugs Commonly Abused

- **Amphetamines and methamphetamines** – Addictive stimulants
- **Barbiturates** – Sedatives
- **Hallucinogens** – Distort reality
- **Opiates** – Pain killers commonly prescribed
- **Synthetic drugs** – Properties and effects similar to other restricted or illegal substances, but having a slightly altered chemical structure
3.5.1 – Leadership Skills

A GOOD LEADER...

• Leads by example
• Exhibits drive, determination, and persistence
• Is an effective communicator
• Can motivate others
• Is an organized planner
• Has self-confidence
3.5.1 – Motivational Skills

LEADERS CAN MOTIVATE BY...

• Recognizing and praising good work and effort
• Creating and supporting opportunities for people to feel successful
• Providing opportunities for advancement
• Encouraging workers to feel their job is important
• Providing a changing and challenging environment
• Rewarding significant efforts
Wrap Up – Session Three

MODULE REVIEW
and EXAM