**Job Skills That Students Should Develop**

Your students' future job prospects depend on the skills they offer to an employer. This is especially true in today's competitive job market.

The skills that are in the most demand by employers include:

* **Strong Work Ethic**  
  Employers want employees who are reliable, dependable, and self-motivated.
* **Time Management Skills**  
  Time management involves planning and following a schedule: listing what tasks need to be accomplished, estimating how long each will take, and determining the sequence in which the tasks should be done. Every profession requires good time management skills.
* **Problem-Solving Skills**  
  Virtually all employers look for employees who can identify a problem and develop and implement a solution.
* **Verbal Communication Skills**  
  Verbal communication skills include both speaking and listening skills. Communication is a two-way street; you must be able to listen to communicate effectively.
* **Written Communication Skills**  
  The ability to write clearly and concisely is vital in the workplace. Writing in the working world often comes in response to a request for information or to brief others.
* **"People" Skills**  
  The ability to work well with others and build good working relationships is important in any field. Good working relationships require trust and mutual respect and help employees work more efficiently and effectively.
* **Technical Skills**  
  At a minimum, technical skills include the use of a word-processing program (like Microsoft Word) and a spreadsheet program (like Microsoft Excel). The ability to search the Web to gather reliable information is also important.

Encourage your students to invest the time now to develop the skills they'll need to compete and succeed in the workplace.