

Employability Skills Summary

Diploma of Management Employability Skills

Employability Skill Industry/enterprise requirements for this qualification include:

Communication

- > communicating with business contacts to promote the goals and objectives of the business
- > obtaining feedback from colleagues and clients

Teamwork

- > leading, planning and supervising the performance of team members to develop team cohesion and to foster innovative work practices

Problem solving

- > accessing and assessing information for accuracy and relevance
- > developing strategies for minimising risks

Initiative and enterprise

- > identifying networking opportunities and developing operational strategies to ensure the viability of the business
- > instigating new or different work practices to improve productivity or service delivery

Planning and organising

- > allocating work to meet time and budget constraints
- > developing plans and schedules

Self management

- > prioritising tasks

Learning

- > participating in professional networks and associations to obtain and maintain personal knowledge and skills
- > systematically identifying learning and development needs

Technology

- > using business technology to access, organise and monitor information.