

# Communication

Depending on the job, communication means being clear about what you mean and what you want to achieve when you talk or write. It involves listening and being able to understand where someone else is coming from.

**Sign: Closing and opening your hand with your thumb extended under your four fingers.**

# Integrity

Basically, what employers want are people who work hard even when no one is looking and someone who does not bend the rules just because everyone is doing so.

**Sign: Pat the top of your head once**

# Attention to detail

Is the ability to achieve thoroughness and accuracy when accomplishing a task.

Form circles with your hands and put them over your eyes like you are looking through binoculars

# Problem solving

Problem solving means finding solutions when you're faced with difficulties or setbacks. It involves being able to use a logical process to figure things out.

Sign: Put two thumbs up

# Teamwork

**Teamwork means being able to get along with the people you work with. It involves working together to achieve a shared goal.**

**Sign: Fist bump your hands together**

# Customer service

**Customer service skills are traits and practices that equip you to address customer needs and foster a positive experience.**

**Sign: Hands open facing up and move them forward like your handing someone something**

# Initiative

**Initiative and enterprise mean looking for things that need to be done and doing them without being asked.**

**Sign:**

**Hold your pointer finger up like your saying your number 1**

# Planning and organizing

**Means working out what you need to do, and how you'll do it. Planning and organizing involve things like developing project timelines and meeting deadlines.**

**Sign:**

**Tap your temples with both of your pointer fingers**

# High energy

**The High Energy Employee loves to work and strives to make everyone in the workplace better. The High Energy Employee demands more from themselves than anyone else could ever expect from them.**

**Sign:**

**Ball one hand into a fist and put it in the air**

# Learning

**Learning is about wanting to understand new things and picking them up quickly. It also involves taking on new tasks and being able to adapt to change.**

**Sign:**

**Tap the back of your head twice**

# Self-management

being able to do your job without someone having to check up on you all the time staying on top of your own deadlines and delegating tasks to other people to make sure things get done on time.

**Sign:**

**Point your thumb into your chest**

# Reliability

Reliability makes you more employable because it promotes trust between you and your employer. You are a reliable employee if you can consistently complete your tasks on time, deliver quality work and make minimal mistakes.

**Sign: Make hooks with your pointer fingers then lock them together**

# Technology

**Companies search for candidates with technical skills to help them use the latest technology and stay ahead of their competitors.**

**Sign:**

**Extend your thumb and your pinky and then put your thumb up to your ear and your pinky next your mouth like your holding an old phone**

# Organizational skills

**Organization skills include your ability to use your physical space, mental capacity and energy effectively and efficiently to reach the desired outcome.**

**Sign:**

**Extend two fingers and wipe them across your forehead from left to right**

# Time management

**Time management skills refer specifically to the way you divide your time between activities. Strong time management skills allow you to do more in less time.**

**Sign:**

**Tap your wrist like your tapping a watch**

# Analytical skills

**Analytical skills refer to your ability to gather and analyze information and problem-solve to reach a meaningful conclusion. Analytical skills include researching, problem-solving, organization, creativity and theorizing.**

**Sign:**

**Shrug your shoulders**

# Observational skills

**Observational skills refer to your ability to notice something or someone to gather information.**

**Observational skills improve your ability to interact with others and respond appropriately.**

**Sign:**

**point to your eye**

# Active listening skills

**Active listening refers to your ability to give your full and undivided attention to the person with whom you are speaking so that you can understand the message and respond appropriately. Active listening requires you to carefully consider the words that the speaker is saying before formulating a response.**

**Sign:**

**Cup your hand behind your ear like you are trying to listen better**

# Verbal communication

**The words we use, face-to-face or in writing. The balance between face-to-face and writing may vary between works, but some, if any, do not want at least one type of communication.**

**Sign:**

**Open your mouth wide and close it**

# Non-verbal communication

**Nonverbal communication is the transfer of information through body language, including eye contact, facial expressions, gestures, and more.**

**Sign:**

**Cover your mouth**

# Accountable

**Doing what you are saying with the time frame you agree with, and bend when you want to stay there; And want to learn new skills, those jobs are specific or more common.**

**Sign:**

**Ball your hand into a fist and place it over your heart**

# Numeracy

**The ability to use evidence, information, and math to display a point of evidence.**

**Sign:**

**Hold up two fingers like a peace sign**

# Valuing diversity and differences

**Valuing others' differences is what ultimately brings us all together and can be the secret to a successful, thriving workplace and a fair work culture.**

**Sign:**

**Place one hand over one eye covering it**

# Negotiation skills

**To achieve win-win results, to capture the feelings of other people, and to express your own needs in an rational clear fashion.**

**Sign:**

**Extend your thumbs and pointer fingers on both hands, then connect your thumbs to make the letter "W"**

# Professionalism

Has to do with the way a person conducts himself or herself in the workplace. An individual who shows consideration and respect for others demonstrates a commitment to professionalism. Likewise, a person who keeps his or her word, demonstrates loyalty, and exceeds expectations is demonstrating professionalism.

**Sign: Mimick doing a handshake**

# Decision making skills

The aptitude to make decisions is a leaders trait, which portrays your ability to think objectively and relates concepts to the goals your trying to reach.

**Sign:**

**Extend your thumb and your pointer finger on one hand and place it on your chin like your thinking about something**

# Delegating

**In management, delegating refers to sharing or transferring responsibilities, and typically happens from a superior (or an employer) to a subordinate (or an employee).**

**Sign:**

**point with your pointer fingers to any two people in the circle**

# Responsibility

**The obligation to carry forward an assigned task to a successful conclusion. With responsibility goes authority to direct and take the necessary action to ensure success.**

**Sign: cross your arm across your body and place it on your shoulder**

# Focus

**Focus is so important because it is the gateway to all thinking: perception, memory, learning, reasoning, problem solving, and decision making.... And if you can't think effectively, you definitely can't produce the quality of work necessary to be successfully**

**Sign: Tilt your head to the right and open your eyes as wide as possible**

# Adaptability

**The quality of being able to adjust to new conditions.**

**Sign: Shaking your head up and down like your saying yes**

# Flexibility

**Workplace flexibility emphasizes the willingness and ability to adapt to change, particularly regarding how and when work gets done.**

**Sign: hold your arm out away from your body**

# Enthusiasm

**Overall, an employee with enthusiasm comes across as someone who wants to be at work and who is willing to do what it takes to get the job done.**

**Sign- Hold both hands up with your fingers spread out with your thumbs connected to your cheeks and smile**

# Researching

**Your goal is to find information to help you answer a practical question, usually one that involves the organization for which you work.**

**Sign: Move your fingers like you are typing something on a keyboard**

# Motivation

**Motivation is a powerful energy that drives and excites employees, which results in their maximum contribution.**

**Sign: Hold hands up and wiggle your fingers, like spirit fingers.**

# Active learning

**Active learning is where learners engage, apply, and reflect immediately on the knowledge they have gained.**

**Sign: Ball your hand into a fist and place it under your chin**