

Catalogues

A Day in the Life Series

Budda-Jitja

OH&S / Compliance

WfD Work Experience OH&S Activity

Careers

Accounting
Customer Service
Finance – Banking Insurance
Hospitality
Retail
International Computer Drivers Licence

Office Skills

Administration
Internet
Microsoft Office

Job Skills

Understand Verbal Instructions
Speaking Effectively
Empathy
Persuasiveness
Assertiveness
Information Sharing
Networking
Customer Focus
Team Work
Accepting Diversity
Motivating Others
Solving Problems
Using Numbers
Reasoning with Numbers
Initiative
Self-Sufficiency
Business Acumen
Creates Sales
Creativity & Innovation
Goal Setting
Planning
Managing Work
Managing Others
Responsibility
Approach to Work
Self-Confidence
Coping with pressure
Integrity
Handling Feedback
Determination
Self- Development
Flexibility
Safety & Compliance
Computer Literacy

Staff Training Only