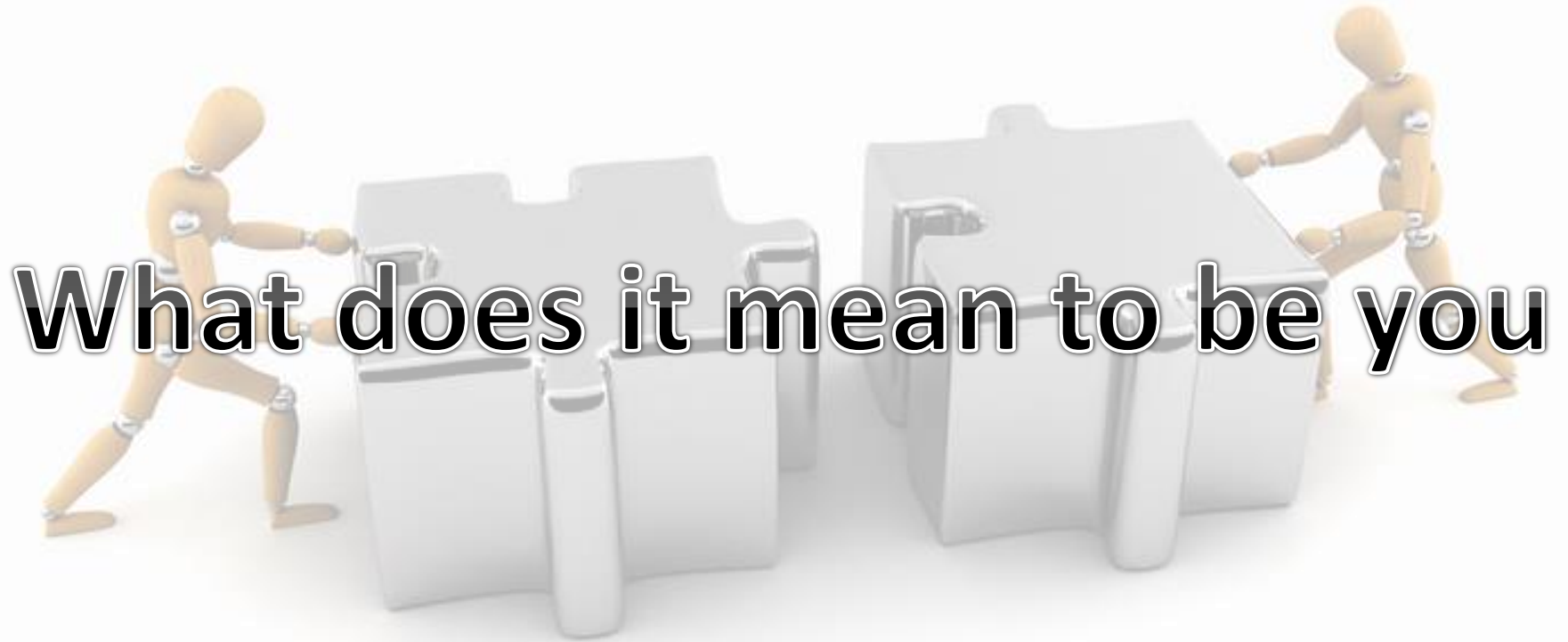
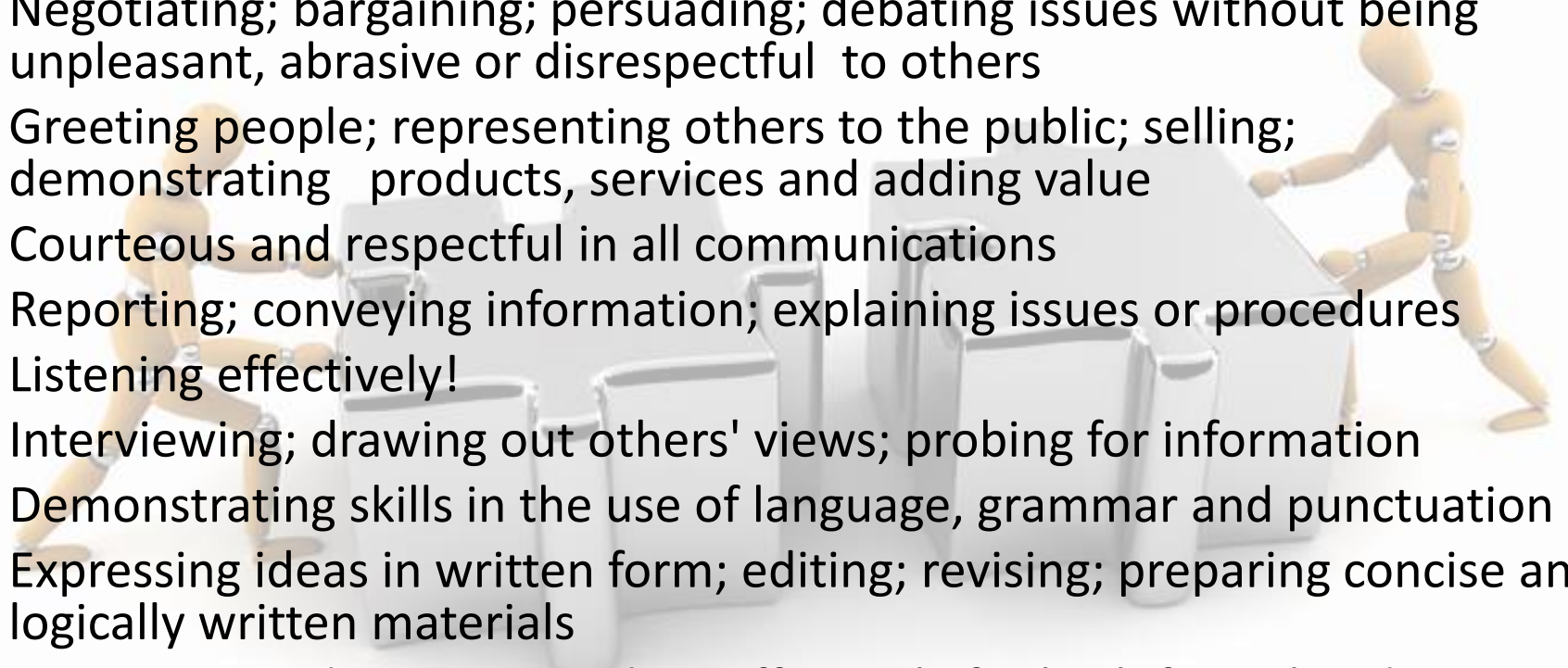


To 10 Work place skills

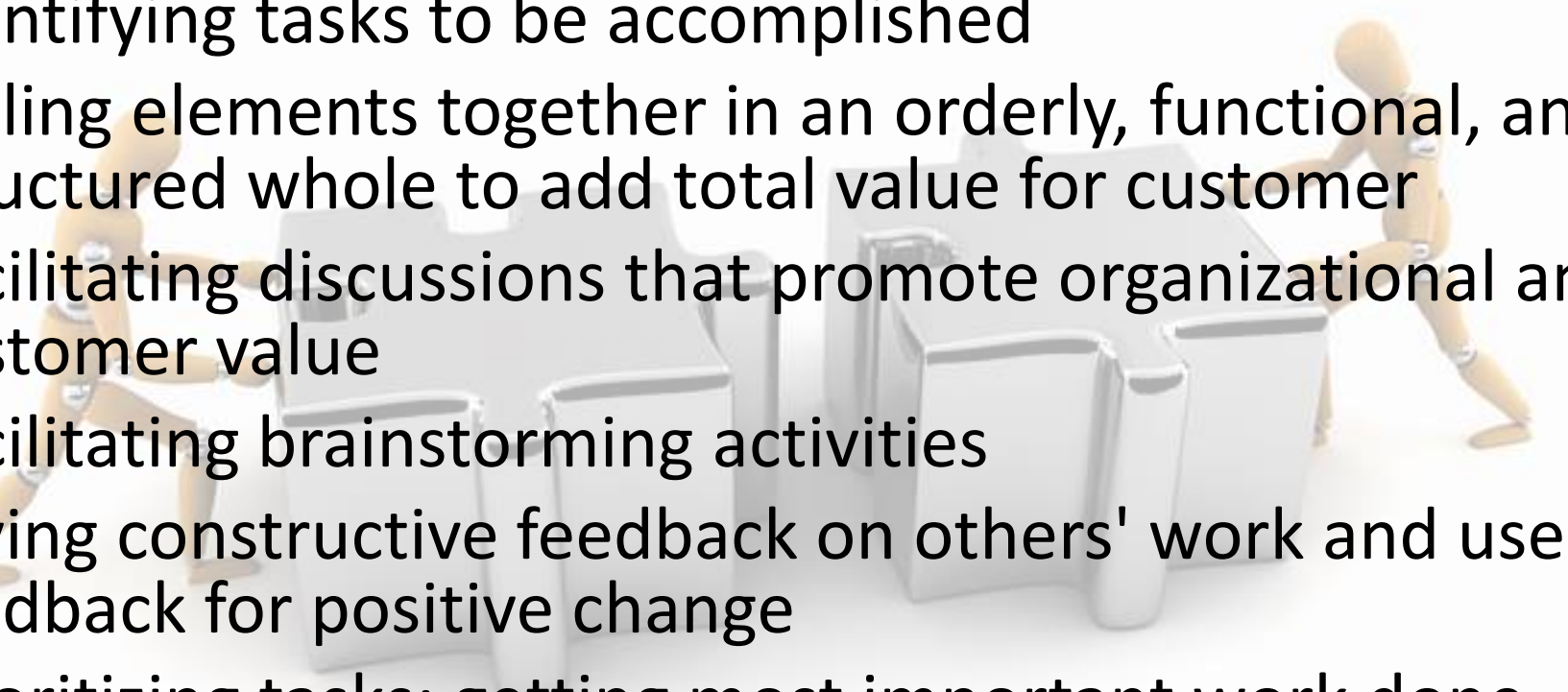


What does it mean to be you

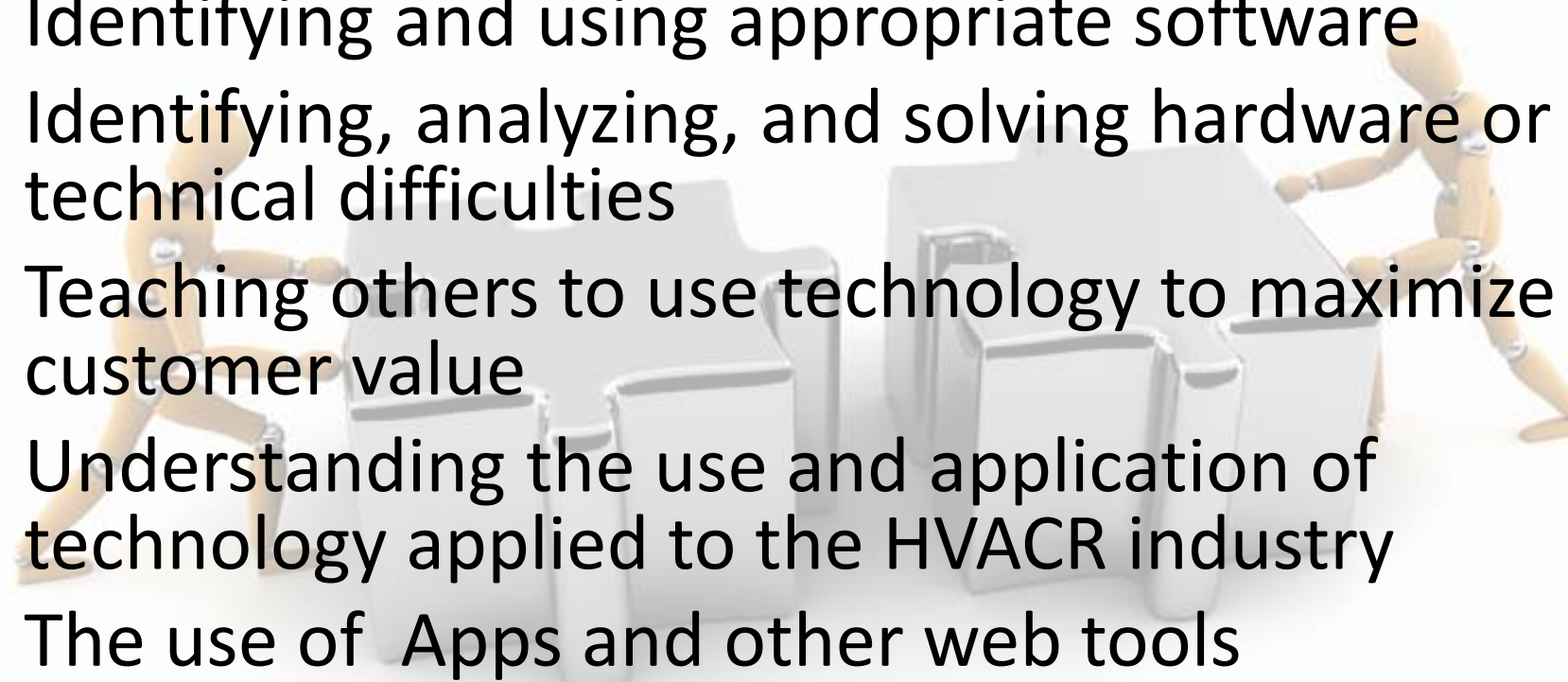
Communication

- Negotiating; bargaining; persuading; debating issues without being unpleasant, abrasive or disrespectful to others
 - Greeting people; representing others to the public; selling; demonstrating products, services and adding value
 - Courteous and respectful in all communications
 - Reporting; conveying information; explaining issues or procedures
 - Listening effectively!
 - Interviewing; drawing out others' views; probing for information
 - Demonstrating skills in the use of language, grammar and punctuation
 - Expressing ideas in written form; editing; revising; preparing concise and logically written materials
 - Organizing and presenting ideas effectively for both formal and spontaneous speeches
 - Participating in group discussions
- 

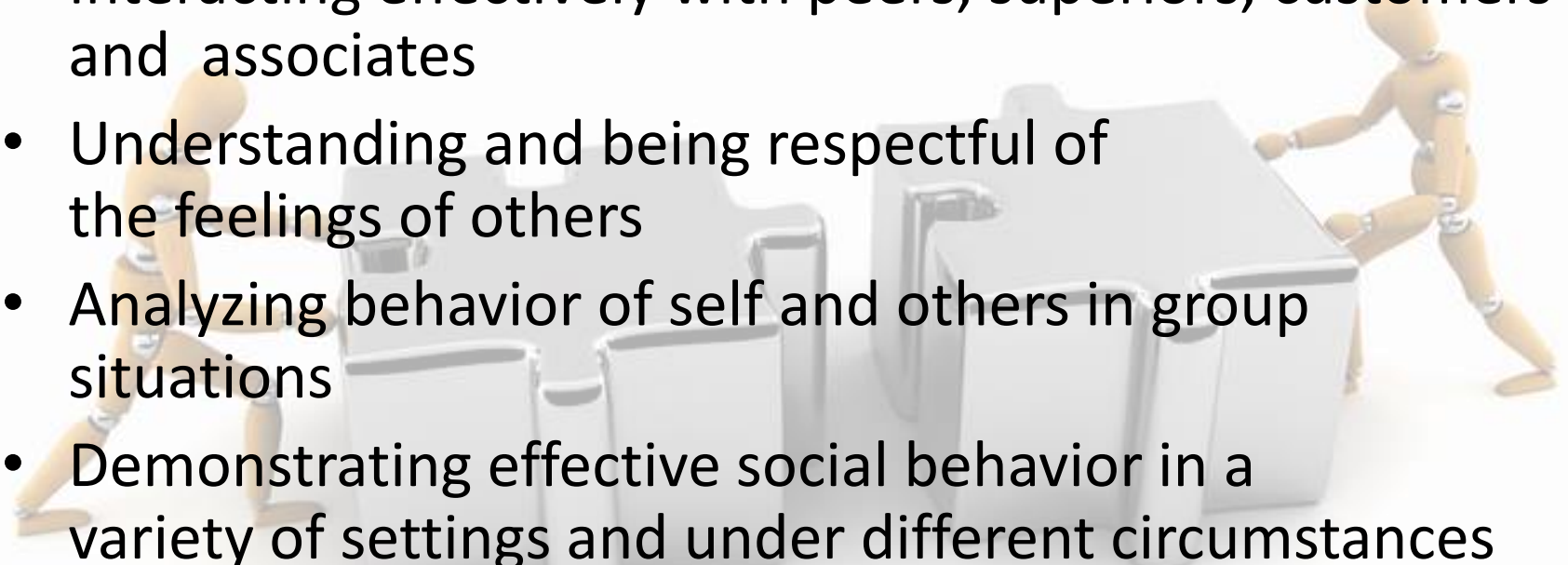
Organizational

- Identifying tasks to be accomplished
 - Pulling elements together in an orderly, functional, and structured whole to add total value for customer
 - Facilitating discussions that promote organizational and customer value
 - Facilitating brainstorming activities
 - Giving constructive feedback on others' work and use feedback for positive change
 - Prioritizing tasks; getting most important work done first
- 

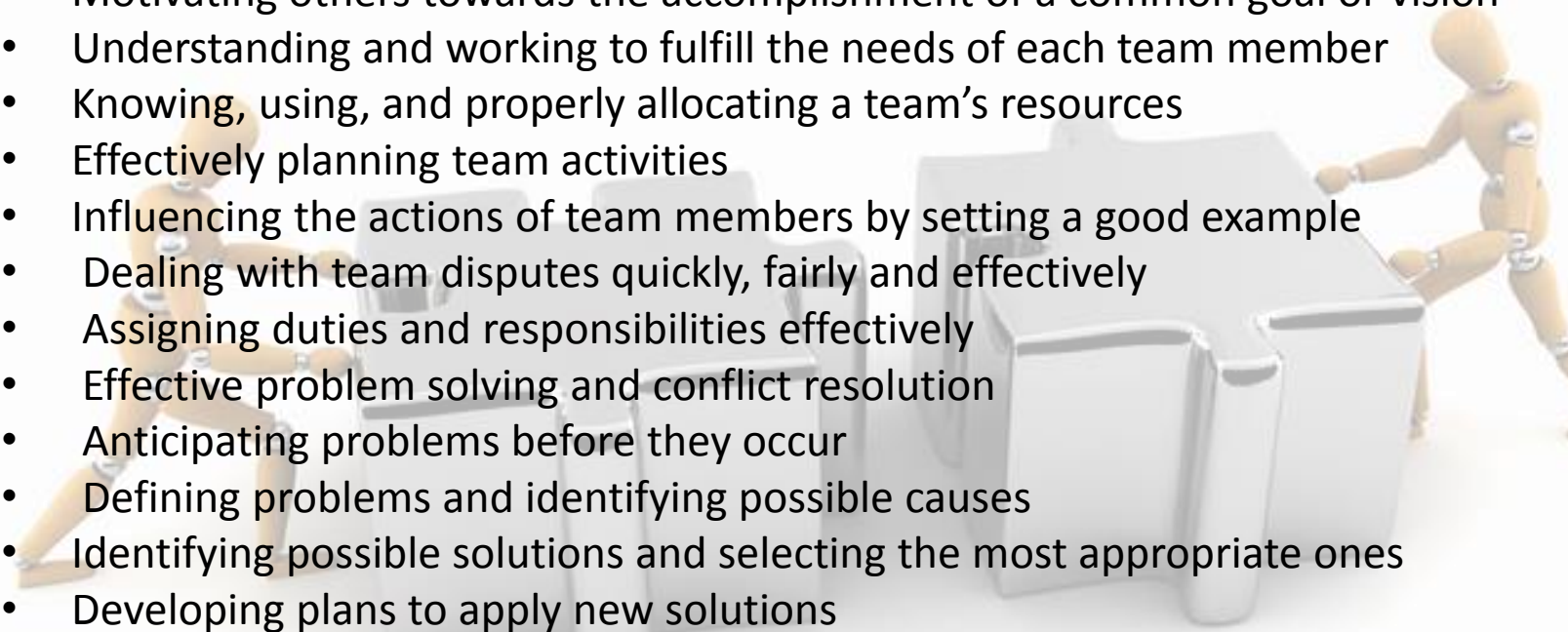
Computer

- Identifying and using appropriate software
 - Identifying, analyzing, and solving hardware or technical difficulties
 - Teaching others to use technology to maximize customer value
 - Understanding the use and application of technology applied to the HVACR industry
 - The use of Apps and other web tools
 - Understanding and using different data generation, acquisition, analysis and management systems
- 

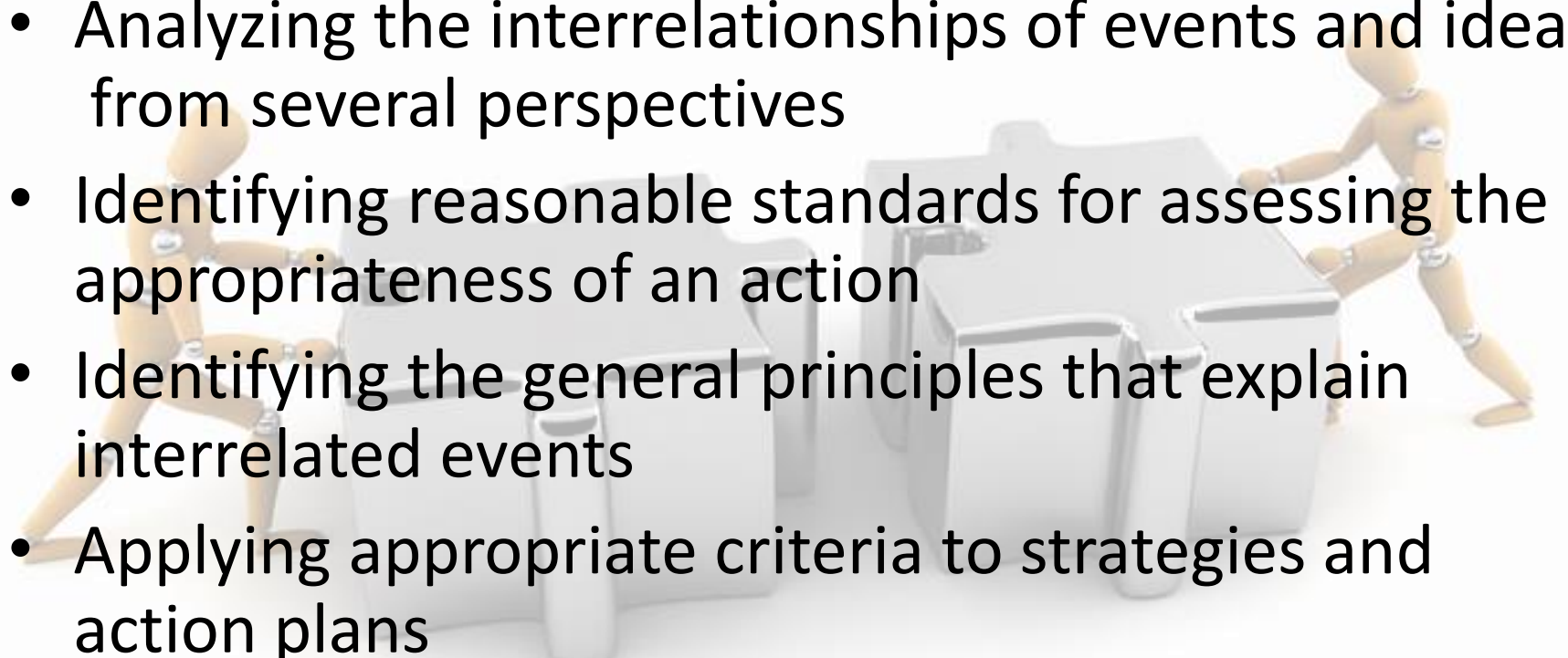
Interpersonal

- Interacting effectively with peers, superiors, customers and associates
 - Understanding and being respectful of the feelings of others
 - Analyzing behavior of self and others in group situations
 - Demonstrating effective social behavior in a variety of settings and under different circumstances
 - Maintaining group cooperation and support
 - Making and keeping commitments to others
- 
- A 3D rendered scene featuring two orange humanoid figures in a room. One figure is on the left, leaning forward as if interacting with a grey chair. The other figure is on the right, standing near a grey table. The room contains several grey chairs and a table, all rendered in a simple, clean style. The background is a plain white surface.

Management

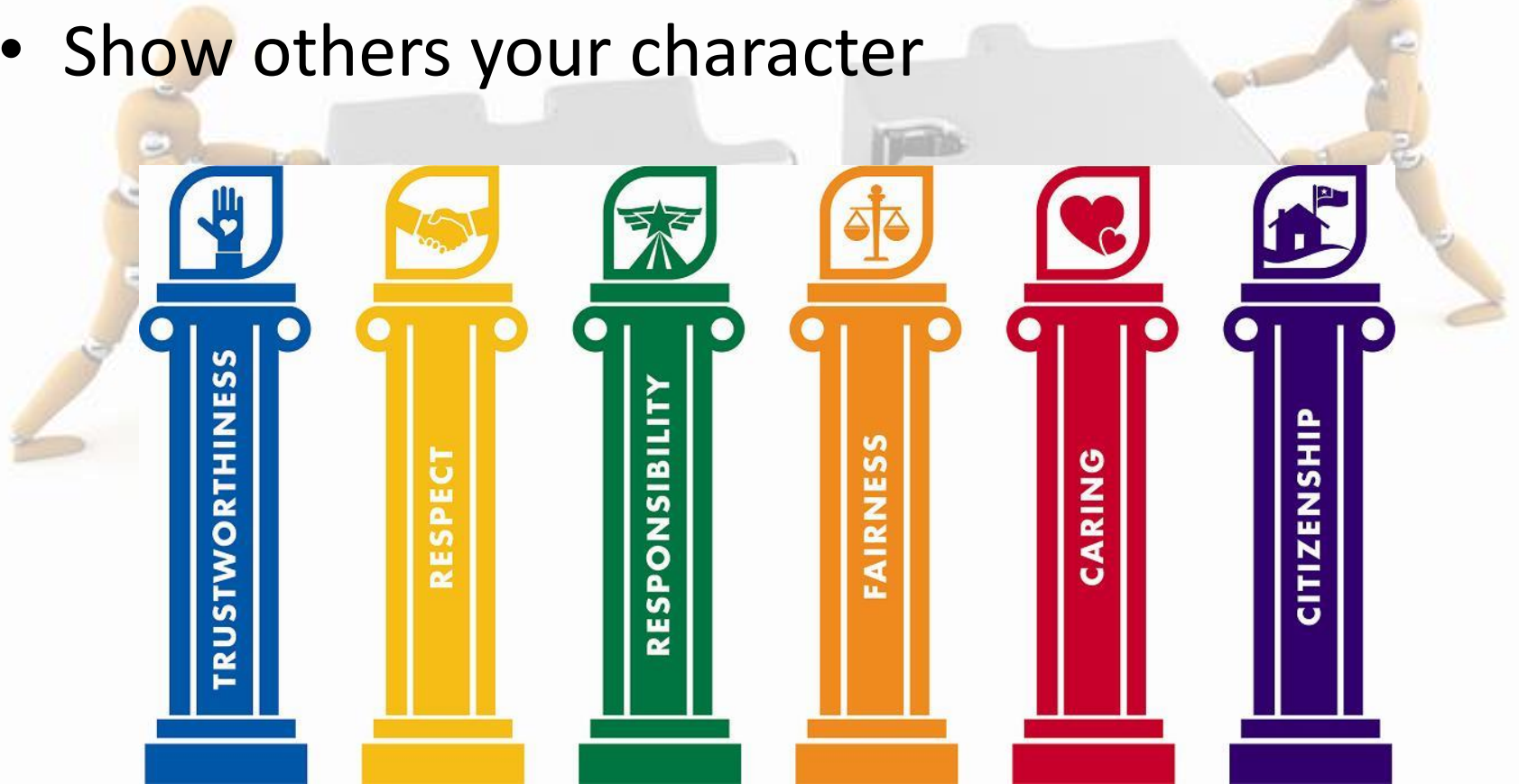
- Motivating others towards the accomplishment of a common goal or vision
 - Understanding and working to fulfill the needs of each team member
 - Knowing, using, and properly allocating a team's resources
 - Effectively planning team activities
 - Influencing the actions of team members by setting a good example
 - Dealing with team disputes quickly, fairly and effectively
 - Assigning duties and responsibilities effectively
 - Effective problem solving and conflict resolution
 - Anticipating problems before they occur
 - Defining problems and identifying possible causes
 - Identifying possible solutions and selecting the most appropriate ones
 - Developing plans to apply new solutions
 - Creating inventive solutions to complex problems
 - Adapting one's ideas and behaviors to changing customs and rules quickly and occur
- 

Analytical/Critical Thinking

- Analyzing the interrelationships of events and ideas from several perspectives
 - Identifying reasonable standards for assessing the appropriateness of an action
 - Identifying the general principles that explain interrelated events
 - Applying appropriate criteria to strategies and action plans
 - Understanding and making logical arguments
- 

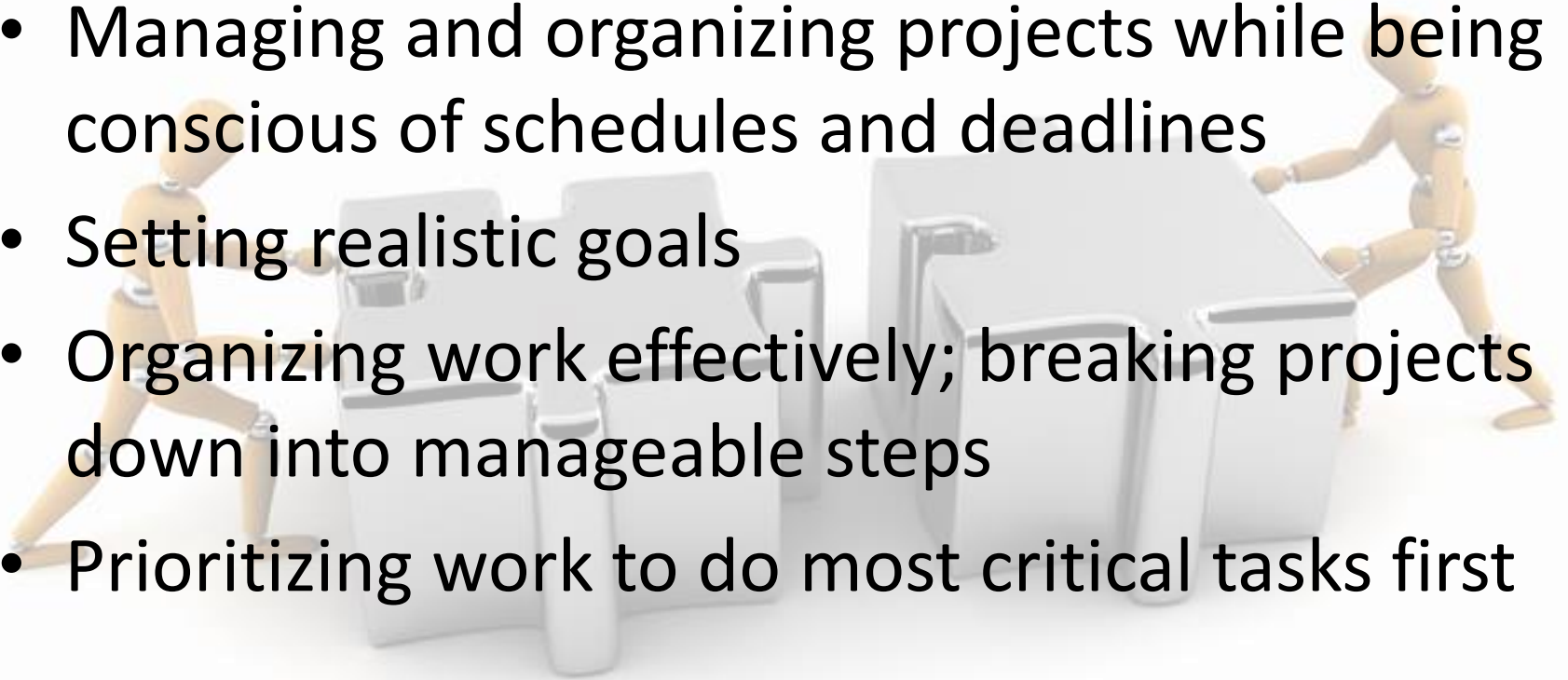
Leadership

- Leadership is about who to be not what to do
- Show others your character

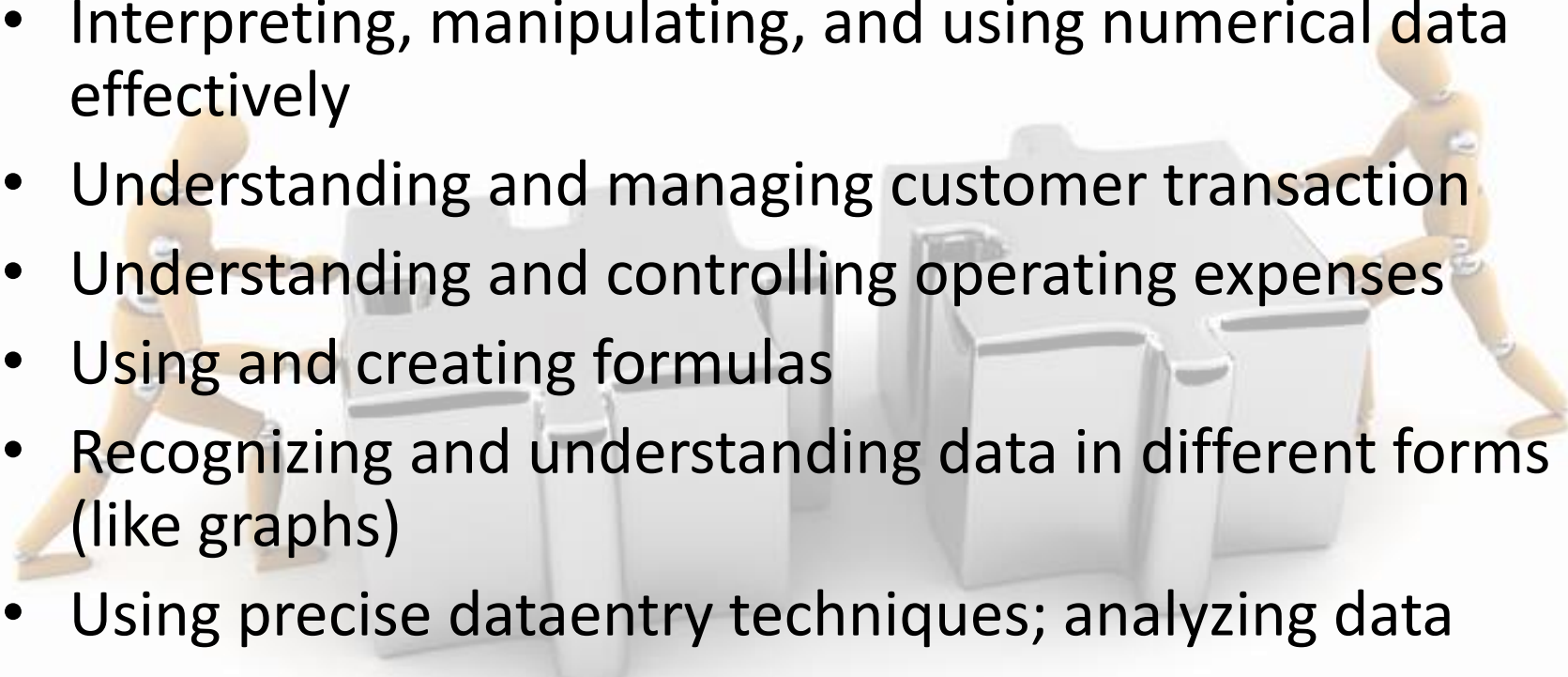


Time Management

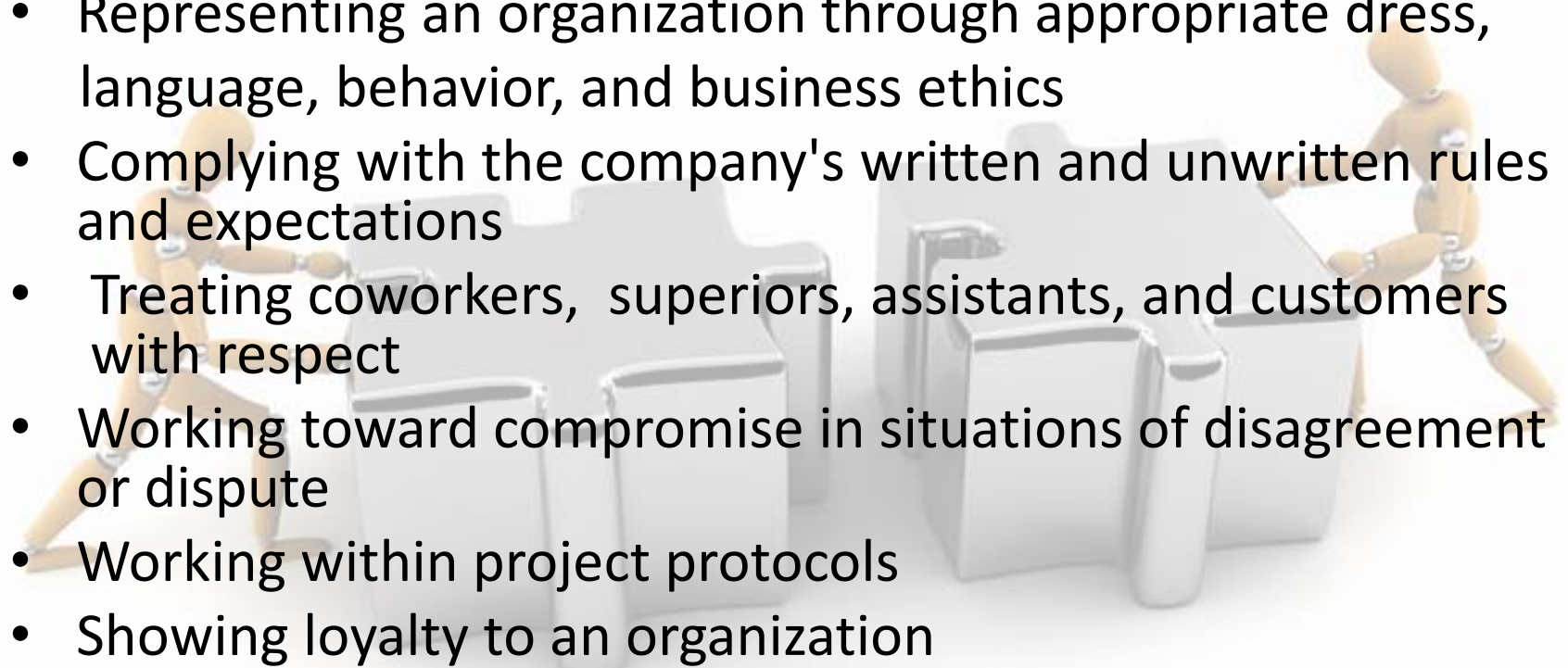
- Managing and organizing projects while being conscious of schedules and deadlines
- Setting realistic goals
- Organizing work effectively; breaking projects down into manageable steps
- Prioritizing work to do most critical tasks first



Mathematical

- Interpreting, manipulating, and using numerical data effectively
 - Understanding and managing customer transaction
 - Understanding and controlling operating expenses
 - Using and creating formulas
 - Recognizing and understanding data in different forms (like graphs)
 - Using precise dataentry techniques; analyzing data
 - Recognizing abnormalities or mistakes in data
- 

Professional

- Representing an organization through appropriate dress, language, behavior, and business ethics
 - Complying with the company's written and unwritten rules and expectations
 - Treating coworkers, superiors, assistants, and customers with respect
 - Working toward compromise in situations of disagreement or dispute
 - Working within project protocols
 - Showing loyalty to an organization
 - Being punctual and working efficiently
 - Producing high quality results
- 

- What does it mean to by you?

