



## 6 Hottest Career Skills



**272 ROSE AVENUE | LENASIA**  
**TEL: +2711 028 5656 | FAX: 086 595 5817**  
**EMAIL: [INFO@SPEEDYPLACEMENTS.CO.ZA](mailto:INFO@SPEEDYPLACEMENTS.CO.ZA)**  
**[WWW.SPEEDYPLACEMENTS.CO.ZA](http://WWW.SPEEDYPLACEMENTS.CO.ZA)**

Whether your goal for the year is to find a new job, get a promotion or start your own business, here are six skills that may give you the upper hand in the workforce this year.

There is just something about the start of a new year that can make you feel that you have been given the chance to start over, to find renewed passion and to refresh your ambition. One of the areas you will most likely be focusing this renewed energy on is your career. When setting career resolutions for the year it is important to remember that in order to thrive in today's rapidly changing modern workplace you will need to constantly assess the ways in which you can set yourself apart. Here are six skills that can set you apart in the workforce in 2013.

## 1. Flexibility

With the rapid pace of change in the modern work environment, being able to respond quickly to an employer's or industry's changing needs is now an imperative skill. **It's important for you to demonstrate that you are adaptable and are willing to step out of your comfort zone when the need arises.** Prioritise learning and keep abreast of new skills and knowledge related to your profession to ensure you are always up-to-date and top of your game. Consider taking short courses while you work to increase your chances of getting that promotion or, if you are searching for a new job, to become more employable.

## 2. Personal branding

Your online reputation is now more important than ever, and a simple LinkedIn profile and personal blog could make or break your employability. Recruiters are using websites like Google, Facebook, LinkedIn and Twitter to find out more about candidates and their personalities and lifestyles. What they find is naturally of great importance as it can determine whether you land an interview or job. Even in your current position, your online personality can affect the way your superiors view you and your contribution to the company. **Personal branding online – putting a face to the CV and representing yourself in an appealing and professional manner** – can open doors for you in the job market or help you advance in your current position.



272 ROSE AVENUE | LENASIA  
TEL: +2711 028 5656 | FAX: 086 595 5817  
EMAIL: [INFO@SPEEDYPLACEMENTS.CO.ZA](mailto:INFO@SPEEDYPLACEMENTS.CO.ZA)  
[WWW.SPEEDYPLACEMENTS.CO.ZA](http://WWW.SPEEDYPLACEMENTS.CO.ZA)

### 3. Clear communication

Being articulate in verbal and written communication is something that will always be a valued and necessary skill in the workplace. In many areas of business the level of formal communication skills has seen a steady decline thanks to forms of communication such as “text speak” and instant messaging short-hands. **Being able to carry yourself well in terms of your grammar, punctuation and spelling** is key to making it in your career. Don't undermine the value of being able to write a great email or conduct yourself professionally on the phone.

### 4. Technical literacy

Technology is a standard in the modern workplace and you need to ensure you are able to use it efficiently. **Sharpening and formalising your computer skills through taking computer literacy or proficiency courses online** can help you become more impressive to current or potential employers. Demonstrating competence in more than just Microsoft Office programs (for example, Adobe PhotoShop, WordPress, or general HTML skills) will increase your value and equip you with unique skills that could set you apart in the workforce.

### 5. Strong work ethic

One sure way of being noticed is by having a strong work ethic. **Being punctual and ensuring that you meet deadlines** is something that is likely to catch your manager's attention in a good way. Making sure that you **conduct yourself with an honest and accurate approach to situations** will ensure that the right people recognise the qualities that make you a valuable and significant employee. Integrity is your greatest asset in building a solid and reputable career.

### 6. Critical thinking

The modern workplace is all about innovation and new approaches to old problems. Employers are looking for solution-oriented workers who are able to **identify problems and figure out how to solve them** with serious consideration for the betterment of the business. Showing initiative, taking risks and creative problem solving will ensure you stand out as an indispensable and irreplaceable employee.



272 ROSE AVENUE | LENASIA  
TEL: +2711 028 5656 | FAX: 086 595 5817  
EMAIL: [INFO@SPEEDYPLACEMENTS.CO.ZA](mailto:INFO@SPEEDYPLACEMENTS.CO.ZA)  
[WWW.SPEEDYPLACEMENTS.CO.ZA](http://WWW.SPEEDYPLACEMENTS.CO.ZA)

---

Resource documents sourced and collated in collaboration with:  
RDLB Digital Design House  
Personal & Corporate Branding Solutions  
[www.rdlb.co.za](http://www.rdlb.co.za) | [info@rdlb.co.za](mailto:info@rdlb.co.za) | 084 488 2919

---



**272 ROSE AVENUE | LENASIA**  
**TEL: +2711 028 5656 | FAX: 086 595 5817**  
**EMAIL: INFO@SPEEDYPLACEMENTS.CO.ZA**  
**WWW.SPEEDYPLACEMENTS.CO.ZA**

---