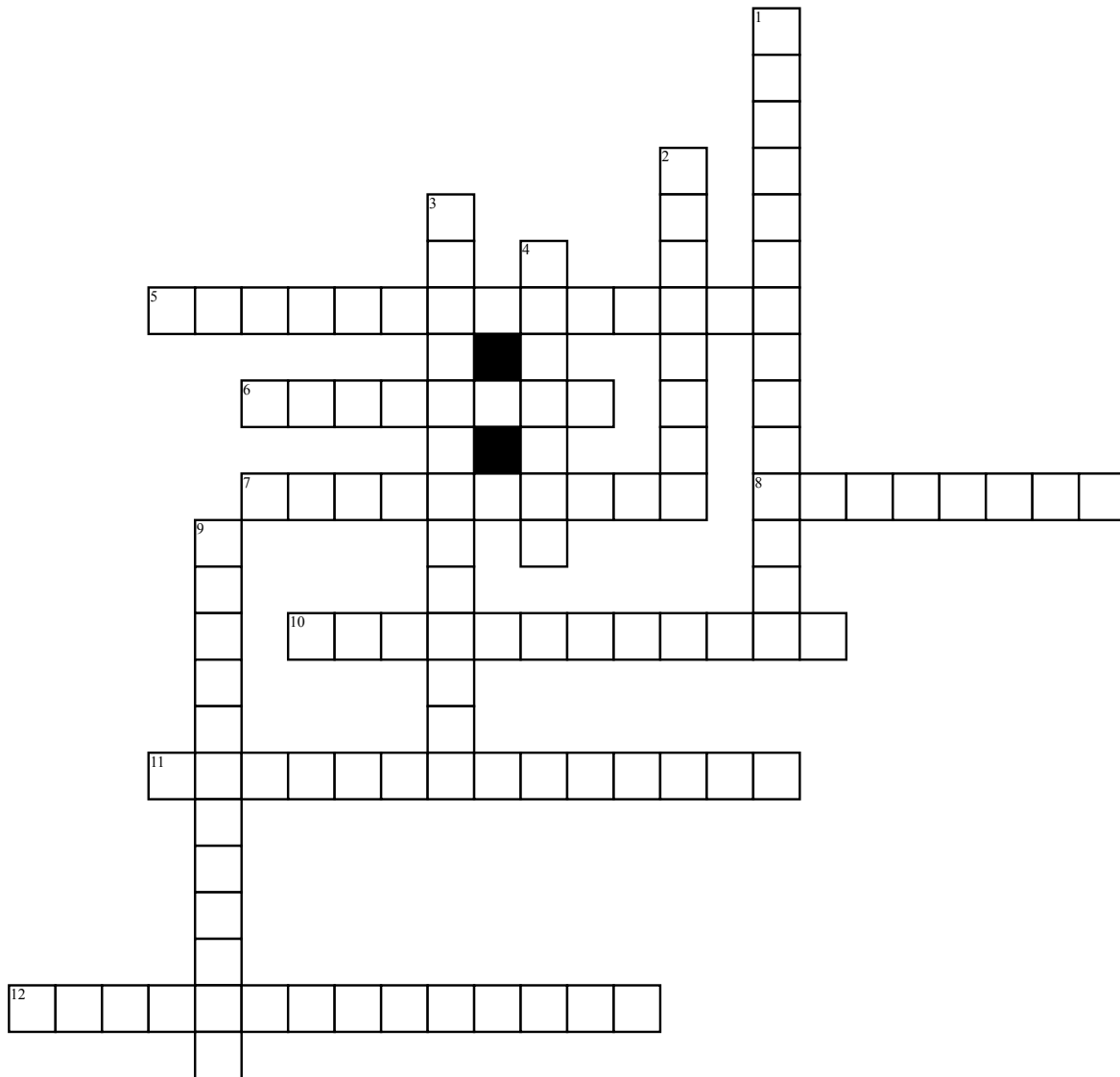


# SKILLS IN THE WORKPLACE



## **Across**

- 5.** The ability to think outside the box and eliminate problems one may encounter in the workplace
- 6.** Skill of being able to use a variety of technologies to help complete tasks
- 7.** Taking charge by going above and beyond, or completing tasks before being asked to
- 8.** The ability to work well with other coworkers to complete tasks

**10.** Being able to effectively complete more than one task at a time

**11.** Using one's time in an efficient manner at work, such as prioritizing or finishing everything on time

**12.** Being entrusted and maintaining that trust by arriving on time, working on what needs to be done, (etc...)

## **Down**

**1.** Having self-control over one's self

**2.** The ability to maintain a positive outlook even in difficult or frustrating circumstances

**3.** A skill which is the ability to convey information to coworkers and customers clearly, and can be written or verbal

**4.** Telling the truth, even when it is hard to do

**9.** Keeping everything neat and tidy so it is easy to work with