

# Job Roles Worksheet

<b>Business Type/Name:</b>	<b>Secondary School</b>
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	Role 1	Role 2	Role 3	Role 4
	<b>Principal</b>	<b>Secretary</b>	<b>English Teacher</b>	<b>Guidance Counsellor</b>

## **PEOPLE SKILLS**

Sensitivity to others				
Insight into others				
Openness				
Respect				
Speaking				
Active listening				
Conversation				
Persuasion				
Team membership				
Team participation				
Leadership				

## **TASK SKILLS**

Planning				
Time management				
Practical skills				
Computer skills				
Problem solving				
Business awareness				
Customer focus				

## **PERSONAL SKILLS**

Learning skills				
Adaptability				
Goal setting				
Initiative				
Independence				
Achievement motivation				
Dependability				
Professionalism				