

SKILLS REQUIRED IN WORKPLACE 2010

1. “Whether students majored in art history or nursing, their degrees should signal that they have a firm grasp of critical thinking, teamwork, and written communication, as well as an understanding of civics, ethics, and different cultures... Employers...don’t want ‘toothpick’ graduates: those whose focus is deep but narrow. Instead, they want students with broad skills that can help them adapt to the changing job market .” (Alyson Klein, “Report: Broader Skills Best for College Grads,” 1/17/07, *Education Week*)
2. “Federal Reserve Chairman Alan Greenspan said yesterday that U.S. workers must be better educated so they can find jobs in an economy that is increasingly creating conceptual goods rather than tangible products. Greenspan said U.S. workers face a ‘never-ending necessity to learn new skills’ because of the changing nature of the economy, particularly the ‘ever-growing conceptualization of economic output.’” (Nell Henderson, “Greenspan Calls for Better-Educated Workforce,” 2/21/04, page E01, washingtonpost.com)
3. “More and more companies, including specialized ones, are willing to invest in extensive training to snag bright employees with strong communication, analytical, and interpersonal skills, but not necessarily specialized technical skills.”(Kadaba, 1997)
4. “Paul Dominski, Manager of College Relations and Store Recruiter for The May Department Stores Company, states: ‘We look for people who can think critically and analytically. If you can do those things, we can teach you our business.’ He emphasizes that the breadth and depth of a liberal education allows new hires to benefit the organization immediately.”) *Selling Your Liberal Arts Degree to Employers*, Indiana University; www.indiana.edu/~career/fulltime/selling_liberal_arts.html)
5. “The world of the early twenty-first century will be one in which learning must go on, out of necessity, throughout working life. In a global economy, increasing levels of competition create more and more change. The person who attempts to coast, only applying what he or she has learned in the past, will have an increasingly difficult time being competitive in a tough global labor market. Economic forces will make ‘grow or die’ the maxim.” (John P. Kotter, “Lifetime Learning,” *The Futurist*, November-December, 1995).
6. “American companies seem to have learnt three basic rules of the modern workplace: that no company can guarantee a worker a job for life; that the most important asset both for the worker and for the company is knowledge; and that, as technology and working methods change ever more swiftly, a worker continually needs to learn new skills.” (“Those Who Can, Teach,” *The Economist*, 10/28/95, p.79)

7. “Employers want managers who know how to communicate, who understand information systems, who are able to adapt to new markets in the global economy and who can institute change... ‘What we’re hearing is a demand for business communications and oral skills, how to organize data and present it clearly,’ said Dean Arthur Baer of Drexel University’s College of Business...” (Sherwood Ross, “Employers Demand More from MBAs,” *Detroit Free Press*, 2/27/95)

8. “Americans who want to succeed will need the ability to analyze data, draw conclusions, and present recommendations.” (Joseph H. Boyett and Henry P. Conn, *Workplace 2000*, Penguin, 1991, p. 5)

9. “Employers want workers who can quickly digest complex material and then be able to use the information they acquire to solve problems.” (*ibid.*, p. 280) “Workers in the future must be good communicators. They must have the skill to express their ideas and convey information to others quickly and effectively. They must be good, active listeners, since much of the information they require to perform their jobs, solve problems, and work effectively with others will come from verbal interaction rather than written sources, which will be deemed too slow.” (*ibid.*, p. 281)