<table>
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<th><strong>Module E: Workplace Skills</strong></th>
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<td><strong>Topic: Glossary</strong></td>
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**Attitude** – The way you think, feel, and act. You can have positive and negative attitudes.

**Career Management Skills** – These skills include identifying your values, skills, interests, passions, goals, and connecting to careers, having adequate self-esteem to take charge of your career planning and decision-making, understanding how work affects lifestyle, and understanding how continuous learning impacts job opportunities.

**Conflict Resolution** – Actions that include confronting the conflict or problem, communicating with the other person or group, and deciding an acceptable outcome.

**Interpersonal Skills** – How you get along with others. It may involve responding appropriately to the needs, feelings, and capabilities of different people in different situations; being tactful, compassionate and sensitive; and treating others with respect.

**Personality traits** - the qualities and characteristics that shape a person's unique character and identity.

**Time Management** – Choosing how to spend one's time and creating a schedule for one's choices. Deciding when to do homework and study, preparing for a test, going to school, and planning activities after school and the weekend require time management skills.

**Soft Skills** - Desirable qualities of employment that do not depend on knowledge: they include common sense, listening, the ability to deal with people, and a positive, flexible attitude.

**Work ethic** - Usually associated with people who work hard and do a good job.