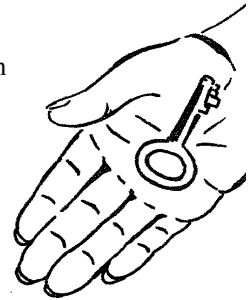


What are key qualifications?

You know these situations, too.- There is an excellent footballer, but nobody wants him to join their team. Or the girl with the great voice who wants to be in the school rock band. They don't want her. There might be various reasons. But one thing becomes clear: It is not enough to have the skills required. There is more to be successful: certain qualifications!

In a job the same rules are true: Good marks in school or...an excellent masterpiece do not guarantee that you can work successfully in a firm. Apart from knowledge and certain skills other things are important. In the world of work they are often called **key qualifications**. These are personal characteristics which you bring into a job or which you might even improve¹. You find typical and important key qualifications on the notes.



to cooperate with others

to grasp and understand assignments and tasks

organising things and dealing with organisations

to question their own role in a firm or their work
unterfragen

to get information and to profit from them

Somebody who does his job day in, day out, possibly does not consider² if he does everything right and well. A worker must be able to react flexibly to changing conditions (different assignments, different colleagues, new machinery etc.). That will only work, if they always consider what their position in the working process is or if they should improve it.

In a job acting independently is extremely important. They don't expect you to know everything. However you ought to know where to get information that will help you to solve problems. And you must be willing to use them. Such sources³ of information are e.g. other workers or your bosses. But information can also be got from media, such as videos, manuals⁴, instructions, magazines, the internet, PC-programmes etc.

Most employees work in a team with other colleagues. To work successfully needs to get on well with the others in the team. You must discuss with your colleagues, who when and how you will work on a task. Problems must be solved together. That is true for a bricklayer on a building-site as well as for a nurse in an operating-theatre.

Depending on the job the individual work stands in a higher context. Which steps in which order are necessary to fulfil the task. Which material and which tools are needed and who is in charge of getting them. The respective departments, authorities and colleagues must be involved. Here your talent to organise things is required, on the other hand you must be able to get along in big organisations.

It is self-evident that a worker has to understand precisely what they have to do. However they must also keep in mind, to which goal their task and the work of the firm should lead. Only that way they can feel responsible for the achievements of their firm. In a wharf that is e.g. a finished ship or in a hospital a cured patient

In the texts on the right you will find precise hints and explanations to the key qualifications in the notes on the left. Use different colours to draw lines from the notes to the texts on the right.

Male mit farbigen Stiften Verbindungslinien von den Zettelchen zu den passenden Texten auf der rechten Seite.

¹ to improve – verbessern

² to consider – nachdenken (über)

³ source – Quelle

⁴ manual - Handbuch