



# 8 Behavioral Skills for Increased Job Security

By Martin Yate  
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In the last few weeks, we've been discussing ways to protect the job you have while increasing your marketability to new employers in the event of a layoff. Our discussions have addressed the level of professional and business awareness and behaviors employers demand, as well as the value of pursuing advanced degrees, professional certifications or accreditations. We looked recently at the technology skills you most likely want to learn more about ([www.shrm.org/ResourcesAndTools/hr-topics/organizational-and-employee-development/career-advice/pages/new-tech-skills-to-protect-your-job-and-financial-security.aspx](http://www.shrm.org/ResourcesAndTools/hr-topics/organizational-and-employee-development/career-advice/pages/new-tech-skills-to-protect-your-job-and-financial-security.aspx)) because of the impact they will have on your job and job security—even if you don't work in technology.

Below are skills we all need on the job. These eight behavioral skills cross all functional boundaries. Known as transferable or soft skills, they are based on a sequence of learnable behaviors that increase your ability to deliver superior performance no matter your area of expertise.

## 1. Technical Skills

(These are not necessarily skills having to do with technology but, rather, what it takes to do your work.)

- Gaining technical skills.
- Maintaining these technical skills.
- Developing these technical skills relevant to your work.

## 2. Critical Thinking Skills

- Strategic thinking.
- Analytical skills.
- Quantitative analysis.
- Problem-solving skills.

## 3. Persuasive Communication Skills

- Speaking.
- Listening.
- Writing.
- Fluency in digital communications.
- Presenting.
- Personal branding.
- Body language.
- Emotional intelligence.

#### 4. Personal Organization Skills

- Time management.
- Prioritization and organization.
- Multitasking.

#### 5. Manageability Skills

- Taking direction.
- Listening.
- Implementation.

#### 6. Teamwork Skills

- Working for the good of the team to support departmental goals.

#### 7. Leadership Skills

- Leading by example, being a power for good and working toward desirable outcomes.
- Applying the other behaviors to each of your job's deliverables.

#### 8. Creativity Skills

- When the above skills are well-developed and work in harmony, creativity is most likely to occur and coalesce into a successful plan of action.

In the last two weeks, we've discussed a wide range of skills that will help you keep your job in difficult times. Not surprisingly, they are also the same skills that help you climb the ladder of professional success in good times.

Soon, we'll talk about the behavioral principles that are hallmarks of successful professionals. They are easily learned and can make a real difference to the degree of your success and job security.

*Best-selling author Martin Yate, a career coach and former HR professional, takes your questions each week about how to further your career in HR.*

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