

DO YOU HAVE WHAT IT TAKES?

Understanding Skills & Education for the Workforce

There are three types of skills you need to build a career:

TECHNICAL SKILLS

Technical skills are those that help you use specific tools or technologies in a specific occupation or industry. You may need to build upon or replace these skills as technologies and tools change. These may be called “occupational skills” if they are tied to a given occupation or career or “perishable skills” if they are needed only in the short-term.

ESSENTIAL SKILLS

Essential skills are transferrable across occupations and industries, and useable in your personal life, every day. These are sometimes called “durable skills” or “foundational skills” because they can last a lifetime. Technical skills can help you land the job, but a lack of essential skills can cause you to lose it – or prevent you from growing your career.

ESSENTIAL SKILLS INCLUDE:

Adaptability

Applied Math

Communication
(including business writing)

Creative Thinking

Critical Thinking

Growth Mindset

Persuasion

Problem Solving

Project Management

Teamwork

DIGITAL SKILLS

Digital skills can enhance both your technical skills and essential skills. Strong digital skills are becoming increasingly necessary for all workers, regardless of their industry, occupation or education level as automation and technology shows up more and more in the workplace. You will be expected to work alongside of these technologies and input, extract and analyze data.



EMPLOYERS SEEK TALENT

Across a Spectrum of Skills & Education Levels

Houston’s dynamic economy and employers rely on a workforce with a broad spectrum of skills and education. You can enter the workforce at any place along the spectrum and can move from lower skilled occupations to higher skilled occupations by gaining work experience and skills, through on-the-job training and/or obtaining more education.

Employers may weigh your skills along with your educational degree or certification when making hiring decisions, considering how you can grow in a career even if you lack a specific technical skill for the job.

The Skills Spectrum Needed by Greater Houston’s Employers

