Top Tips for Developing Skills for the Workplace

1. Complete a self-assessment to better understand your personal preferences in relation to learning, work, and working with others.

2. Complete our resilience questionnaire to identify what resources you already have that can help you build it and where you could make changes to boost it further.

3. Develop a culture at home, at school or work where mistakes are celebrated and lessons are learnt without blame or shame.

4. Try to view mistakes and failure as just halfway along the journey. Pick yourself up, assess the situation, learn and improve. Search for 'Antifragile' by Nasim Taleb to find out more.

5. Set yourself realistic goals that are relevant to your life and specific enough for you to know if you've achieved them. Be honest with yourself about the likelihood of it being achieved.

6. Plan the little steps to achieving your goals. Be clear about the 'who', the 'how', the 'when' and the 'what' and write it down.

7. Work out what motivates you, what matters to you and whether it's external or internal motivation that strongest. Find out about 'intrinsic motivation' and read up about Maslow's hierarchy of need. Which level do you think you're on?

8. Sleep more, do things to improve your sleep and read 'Why We Sleep' by Matthew Walker.

9. Improve your habits by using a method that will work for you. Get others involved, track it and allow yourself a reward for successfully making a positive change.

10. Solve problems with other people. Write ideas down as a group and explore them fully before dismissing them. Consider the pros and cons then formulate a plan.

11. Find a coach or learn some coaching skills. Helping someone to solve their own problems by asking the right questions can unlock untapped potential and enable others to find routes through what may have seemed impossible to navigate.

12. Learn to be more assertive by focussing on your own needs as well as those of others. Seek solutions together. Find the sweet spot between aggressive and passive.

13. Make decisions by assessing the risk and taking into consideration other people's opinions. You can do this by playing risk games that involve chance, such as dice and cards and making decisions on behalf of others. Ask yourself the following questions: what do I know, what do I not know, who could I ask, what are the options, what seems best, (then afterwards) was it the right decision?

14. Develop creative thinking by imagining ways of using an existing item with a standard function in as many alternative ways as possible. The more you practise thinking like this the easier it will be to creatively problem solve when you really need it. Imagine you're given a series of random object to survive on a desert island. How will you survive?

15. Build your emotional intelligence by looking for cues from others in their facial expressions and body language that could indicate something else or different from what they're actually saying. Find strategies for managing anger and frustration and practise them. Read 'How to Win Friends and Influence People' or watch a YouTube summary.

16. Learn to solve conflicts by searching for win-win solutions. You can do this by generating lots of possible ideas (it's best to write them down), then select the ones that are win-win and choose one that works for everyone.