

Skills Requirements for Tomorrow's Best Jobs

Note: IDC analyzed 14.6 million job postings to identify the top skills required for the positions expected to have the highest growth and wages between now and 2020. These positions represent a set of common, core skills focused on "soft" skills such as oral and written communication skills, attention to detail, and problem-solving ability. Below is a brief summary of their findings.

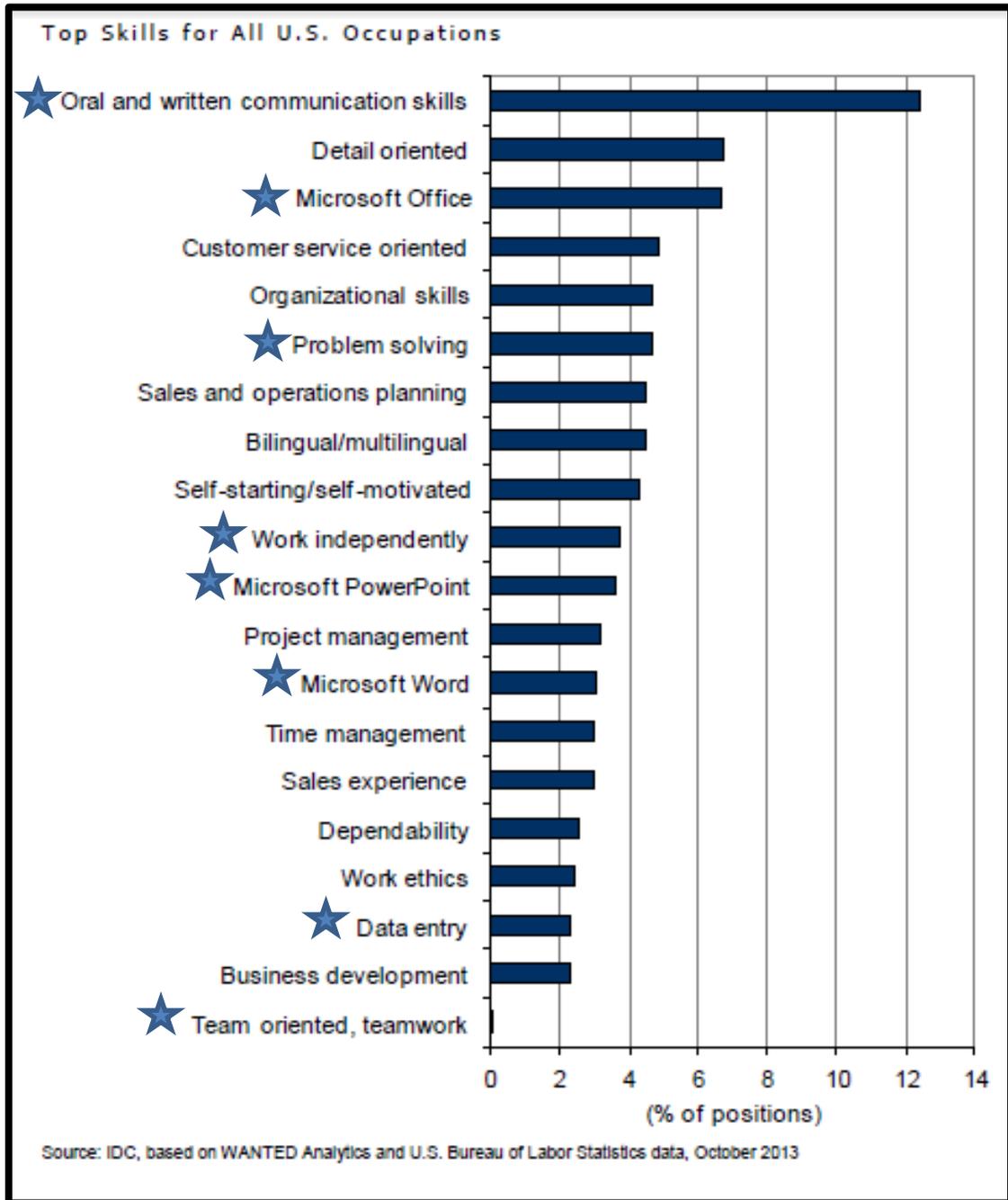
REDMOND, Wash. — Oct. 15, 2013 — Top candidates for current and future jobs will be measured by capabilities and competencies, with 20 distinct skills bubbling up to the top in millions of high-growth, high-paying job postings, according to a white paper commissioned by Microsoft Corp. and released by IDC. The study provides insight into the skills students need for the top 60 high-growth, high-wage occupations that will account for 11.5 million new hires and 28 percent of job growth by 2020. Out of those skills, oral and written communication, detail orientation, and Microsoft Office proficiency top the list.

With technology and innovation booming, the global economy is changing and business needs are evolving. IDC research found that although a number of positions require technical skills, even more require knowledge and cognitive skills.

Key findings from this research include the following:

- Communication, integration and presentation skills (CIPs) are required for about 40 percent of all positions and make up 11 of the top 20 skills that are required by 39 percent of the fastest growing, highest paying positions.
- The only software package called out within the top 20 skills **across all** occupations is Microsoft Office, explicitly required in 15 percent of high-growth, high-salary positions. Microsoft Office is No. 3 on the list of skills most required, and Microsoft PowerPoint and Word are No. 11 and No. 13 most required skills.
- Assessments should be used to demonstrate students' mastery of material and help improve the teaching and learning process. IDC calls for programs to include formative adaptive assessments, performance-based tasks to demonstrate CIPs capabilities, and appropriate technologies to facilitate consistent administration and evaluation of assessments.

★ = Skills that can be taught through the collaboration tools of Office 365. (Email, Calendar, Lync, PowerPoint, Word, Excel and OneNote)



IDC examined the top 100 skills required for each of the positions on the high-growth/high-salary list, as well as the top 100 skills required across all U.S. occupations. The top skills required across all U.S. occupations are shown in the chart above. Read the study in its entirety here: <http://goo.gl/amTuPn>.