



Communications Skills

- Speak effectively
- Write concisely
- Listen attentively and objectively
- Facilitate group discussions
- Present ideas effectively to large and small groups
- Read or speak another language
- Use the internet and e-mail to present and exchange information
- Communicate well with diverse groups
- Express opinions and preferences respectfully

Research & Planning Skills

- Identify problems and needs
- Investigate and report findings
- Manage obstacles with persistence
- Utilize the web to conduct research
- Compile numerical/statistical data
- Create innovation solutions to complex problems

Leadership & Management Skills

- Lead or direct a team
- Consult and recommend solutions
- Appraise and evaluate work of others
- Coach, guide, encourage individuals to achieve goals
- Facilitate conflict management
- Delegate responsibility
- Initiate new ideas

Human Relations/Interpersonal Skills

- Develop rapport
- Sensitive to the needs of others
- Convey feelings appropriately
- Provide support for others
- Collaborate effectively with others to achieve goals
- Motivate people into action
- Interact and appreciate people from diverse backgrounds
- Assess learning styles and respond accordingly
- Maintain group cooperation

Work Survival Skills

- Cooperate with all levels in group or organization
- Manage time effectively
- Attention to detail
- Enlist help when necessary
- Accept responsibility
- Set and meet deadlines
- Successfully juggle multiple demands
- Prioritize tasks

Taken in part from: "76 Career Related Liberal Arts Skills" by Paul Breen, American Association of Higher Education Bulletin, October 1981. http://www.d.umn.edu/kmc/student/loon/car/self/career_transfer_survey.html

