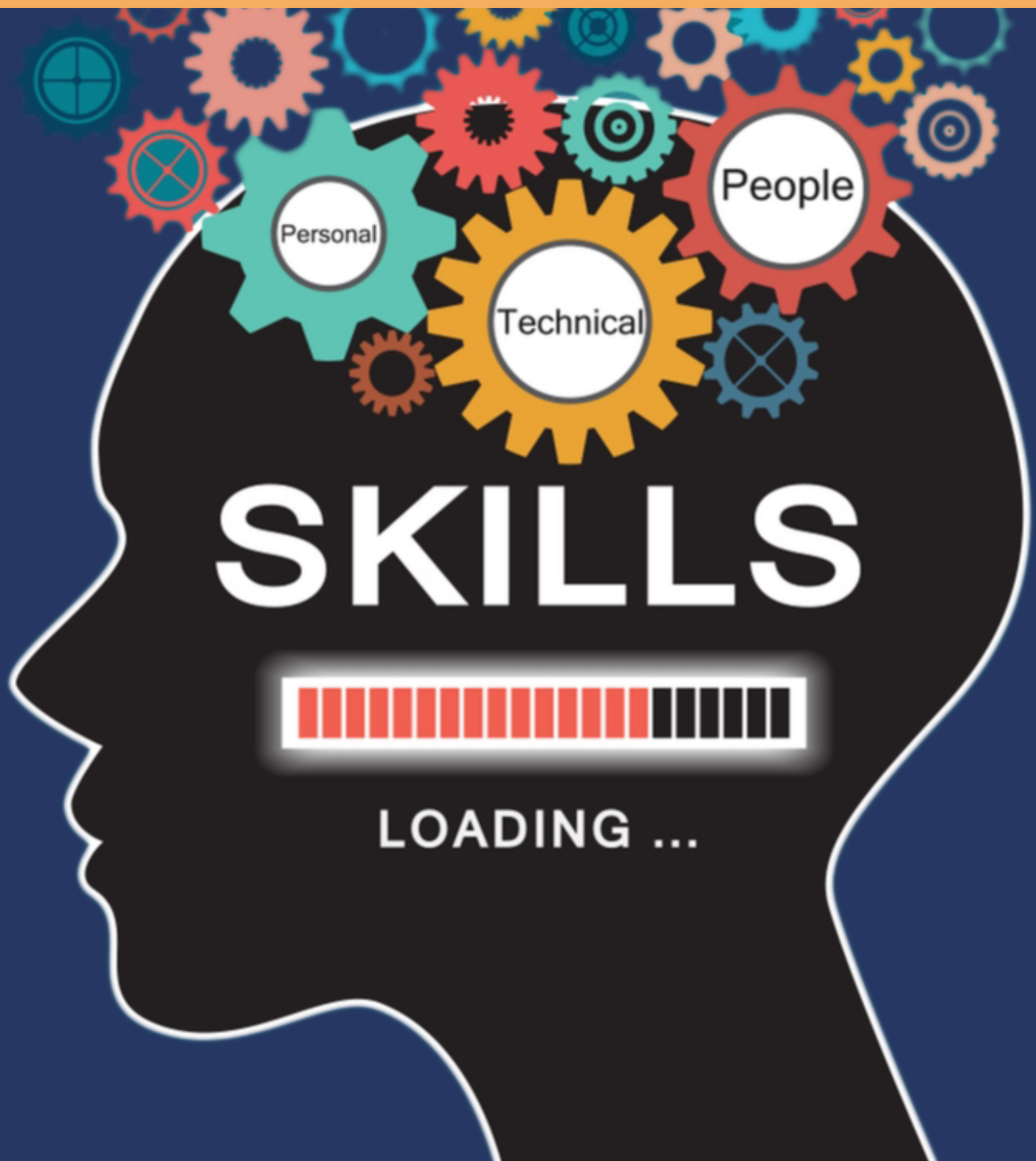




Career Clarity Program

SKILLS LIBRARY





This list is a selection of the key skills that are often used in job descriptions. You may have others to add. Use this list to get you started on your own skills inventory.

PEOPLE SKILLS	Building relationships	collaborating, consulting, influencing, negotiating, sharing, team working, creating consensus, mediating, monitoring, negotiating, resolving conflict, building rapport
	Communicating	expressing ideas/thoughts, interacting, interviewing, listening, presenting, proposing ideas/plans/solutions, reporting back, speaking, facilitating, questioning
	People development	training, teaching, coaching, counselling, giving feedback, assessing, interviewing, reflecting, supporting, advising, assisting, learning, co-operating
	Leading and directing	delegating, motivating, leading, managing, chairing, recruiting, selling, persuading
INFORMATION SKILLS	Data management	assessing, record keeping, budgeting, calculating, following instructions, diagnosing, tracking data/information, estimating, classifying, taking an inventory, collecting information/data, budgeting, monitoring
	Working with information	organising, evaluating, reviewing, estimating, writing reports, making recommendations, editing, drafting, researching, analysing, testing, scheduling, working with detail, diary management, proofreading, gathering information, investigating, auditing
	Computer skills	writing documents, creating spreadsheets, designing presentations, managing databases, printing, writing programs, finding information, writing emails, managing task lists, working with graphics, managing document libraries
IDEAS SKILLS	Fixing problems	finding solutions, diagnosing, decision making, problem solving
	Innovating	creating, designing, working with colour/shape, conceptualising, innovating
	Forward thinking	forecasting, planning, organising, using intuition, visualising, generating alternatives, predicting
SKILLS WITH THINGS	Using tools or equipment	fixing, repairing, operating machinery, constructing, assembling, building, making things, using tools, typing, using a keyboard, driving, cooking
	Physical	coordinating, building, making, implementing, handling money