

Skills Directory

Teamwork	Can you: Works collaboratively with team members and contributing practically to achieve team goals? Value others' ideas and expertise? Willing to learn from others? Supports final group decision even when it is not reflective on your own position? Deal with difficult people effectively? Shares credit for team accomplishments? Accepts joint responsibility for team shortcomings?
Adaptability/ Flexibility	Are you able to: Respond quickly to changes in objectives/direction? Handle several activities simultaneously? Work well under time pressure?
Verbal Communication	Are you able to: Listen and correctly interpreting messages from others and respond appropriately? Share information and keep people informed? Asks questions to clarify? Get people to talk, promoting 2-way communication. Communicate with people effectively at different levels? Successfully express your thoughts verbally? Give presentations confidently?
Written Communication	Are you able to: Communicate complex ideas to a lay audience? Write a good letter/ email? Express ideas in writing clearly, accurately and effectively?
Commercial Awareness/ Client Focus	Do you: Understand the sectors you are considering working in i.e. work environment, organisational culture & strategy? Seek to see things from customers' point of view? Have awareness of business knowledge (e.g. finance, sales, marketing)? Keep abreast of current affairs in order to understand the changes that are impacting on these sectors (e.g. political, financial)?
Action Planning/ Organisation	Do you: Identify your objectives? Set objectives which are achievable & measurable? Develop plans needed to achieve the goals? Prioritise tasks effectively and adjust as required? Able to work effectively under pressure? Use time and allocate resources efficiently? Complete work to a deadline? Have a contingency plan?
Initiative/ Self-Motivation	Do you: Tackle problems without waiting to be asked? Make the first move/ are the first to speak? Identify a problem and suggest a solution? Offer support to others? Set high standards for yourself? See things through?
Time Management	Are you able to: Manage time effectively? Prioritise tasks? Work to deadlines? Set clear goals, break them down into discreet steps and review progress towards your goals?
Analysing & Investigating	Can you: Find and compare information from various sources? Evaluate information, identify issues and relationships? Weigh possibilities and make recommendations for best course of action?
Problem Solving	Can you: Clarify the nature of a problem and formulate questions? Gather information and use it effectively? Break down a problem into smaller, more manageable, parts? Consider and decide between options and identify steps to achieve the objective? Monitor the outcome of the action taken? Review the problem and problem-solving process to avoid similar situations in future?

Networking skills	Are you able to: Speak to strangers? Establish a rapport easily with others? Feel confident when meeting new people? Ask others to help you?
IT / Computer literacy	Can you: Use confidently information & communication technologies (ICT)?
Numeracy	Do you: Understand and work with numerical and graphical information, draw conclusions and explain? If you are going into a financial sector, do you understand basic financial terminology used in organisations? Construct and maintain simple financial records?
Self-awareness	How well do you: Understand your skills and weaknesses? Understand your own work values? What you want out of working life?
Leadership	Can you: Organise, motivate and delegate responsibility to others? Make decision taking into account all relevant opinions? Accept and handle responsibility? Be proactive in developing strategies to achieve objectives? Establish and maintain relationships to gain support? Demonstrate an awareness of situations and respond appropriately e.g. anticipate and resolve conflict by pursuing mutually agreeable solutions? Drive change and improvement sometimes taking unpopular stand?
Decision-Making	Can you: identify key issues and arrive at the heart of the problem of a complex situation? Gather relevant information, considers positive and negative impact of decision before making it? Propose action plan or recommendation based on information available? Make tough decision when necessary?
Self- Promotion	Are you able to: Be assertive with others, speaking out where appropriate, arguing your case? Present a strong, professional image to others? Persuade and influence the views of others? Convey your unique selling points effectively to others?
Influencing	Are you able to: To discuss and reach a mutually satisfactory agreement (negotiation)? Convince others to take the appropriate others to take the appropriate action (persuading)?
Creativity	Are you able to: Think 'outside the box' and not bound by current thinking or traditional approaches? Generate and/or recognise new and different options to solve a problem or improve a situation? Promote and persuade others to consider new ideas?

Source: www.kent.ac.uk/careers/sk/top-ten-skills.htm