

TRANSFERABLE SKILLS

COMMUNICATION SKILLS

- Speak effectively
- Write concisely
- Listen attentively
- Facilitate group discussions
- Communicate well with diverse groups
- Express opinions respectfully

RESEARCH & PLANNING SKILLS

- Identify problems and needs
- Manage obstacles with persistence
- Utilize the web to conduct research
- Create innovation solutions to complex problems

LEADERSHIP & MANAGEMENT SKILLS

- Lead or direct a team
- Consult and recommend solutions
- Appraise and evaluate work of others
- Facilitate conflict management
- Delegate responsibility
- Initiate new ideas

INTERPERSONAL SKILLS

- Sensitive to the needs of others
- Provide support for others
- Motivate people into action
- Assess learning styles
- Collaborate effectively
- Maintain group coordination
- Develop rapport
- Interact/appreciate diverse backgrounds

WORK SURVIVAL SKILLS

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

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