

GENERAL SKILLS

Highlight the skills that describe you and write a **ACTION VERB + SKILLS = TANGIBLE RESULTS** sentence that outlines your demonstrated and proven experience of that skill.

Self-Awareness & Personal Development - *Knowledge, Judgment, or Skill to:*

- Analyze life experiences for personal growth and change
- Identify, describe, and assess needs, values, interests, strengths, and weaknesses of self and individuals
- Exhibit healthy self confidence and self-esteem
- Encourage and guide others to build self-confidence and self-esteem
- Develop personal moral code
- Demonstrate flexibility and commitment to change and learning
- Learn the value of hard work, resilience and persistence
- Devise means of dealing with anxiety, conflict and added stress

Leadership - *Knowledge, Judgment, or Skill to:*

- Exhibit self-motivation and a positive attitude
- Motivate individuals and groups to perform
- Encourage effective teamwork
- Design and implement plans of action
- Set goals and guide follow-through
- Assess and evaluate situations effectively
- Manage time efficiently and effectively through scheduling and prioritizing
- Handle multiple demands for commitment of time, energy, and resources
- Identify critical issues quickly and accurately
- Meet the needs of both the organization and the employees when possible
- Organize and plan projects or events
- Use integrity in decision-making

Program Administration - *Knowledge, Judgment, or Skill to:*

- Interpret rules and regulations
- Analyze data and information
- Present ideas both orally and in writing
- Create innovative solutions to complex problems
- Ensure that tasks are completed on time
- Prioritize daily workload

Information Management - *Knowledge, Judgment, or Skill to:*

- Research, investigate, and compile information
- Synthesize facts, concepts, and principles
- Compile, sort, and interpret data
- Identify and combine a variety of resource materials into final copy
- Formulate relevant questions and develop ways to supply and clarify answers
- Communicate facts and ideas clearly both orally or in writing
- Learn and use various computer programs and other information technology
- Access and apply specialized knowledge
- Manage a budget and keep accurate financial records

GENERAL SKILLS

Creativity - *Knowledge, Judgment, or Skill to:*

- Solve problems creatively, logically, and practically
- Create new processes or products using science, math, and/or imagination
- Write interesting and clear articles, reports, etc.
- Design activities to interest participants
- Market and display products to appeal to target audience
- Create visually intriguing and skilled designs, displays, or works of art
- Demonstrate convincing public speaking or acting skills
- Design web pages

Interpersonal Communication - *Knowledge, Judgment, or Skill to:*

- Exercise "give and take" to achieve group results
- Understand and work within the group culture
- Listen actively and attentively
- Delegate tasks and responsibilities
- Interpret behavior and emotional patterns in individuals and groups
- Teach, supervise, and train others using easy-to-understand concepts and hands on experience
- Display understanding of, and respect for, people from diverse backgrounds
- Conduct in-depth interviews
- Express ideas and thoughts based on facts
- Mediate conflict with tact and diplomacy

GENERAL LEADERSHIP SKILLS

- **Composure & Professional Manner** - handling pressure/crisis management
- **Honoring Diversity** – maximizing each person's uniqueness with an open mind, non-judgmental attitude, accepting toward others, empathetic
- **Adapting to Change; Dealing with Ambiguity** – flexibility, attitude when external factors control the situation
- **Problem Solving and Decision Making** – creative and critical thinking skills; process of making decisions and ability to learn from mistakes
- **Teamwork/Cooperation** – active listening skills, ability to work with a variety of personality types, approach to teamwork
- **Communication Style & Conflict Resolution** – ability to effectively communicate one-on-one and during a group presentation, writing ability, learning from constructive criticism, handling conflict
- **Time Management, Dependability, Attendance** – successfully work within deadlines, punctual, responsible, independent
- **Ethics & Values** – honest and trustworthy, high level of integrity, what role your values play in how you execute your job
- **Self-Awareness & Direction** – short term and long term goals, able to articulate strengths and areas for personal growth