

## Skills words

	Category	Skills
<b>People skills</b>	Team working	Supportive, facilitator, organised, co-ordinator, deliverer, imaginative, delegator, open-minded
	Leadership	Dynamic, motivator, team-builder, confidence-booster, energetic, capable, outward-looking, accountable, visionary
	Interpersonal skills	Listener, adviser, counsellor, politically aware, initiator, professional, co-operative, constructive, assertive
	Customer focus	Welcoming, friendly, caring, approachable, constructive, accommodating, tactful, diplomatic, tolerant
	Oral communication	Educator, trainer, communicator, presenter, promoter, influencer, humorous, empathetic, telephone skills
	Foreign language	Specific language skills, cultural awareness, international experience, written and oral expertise, sensitivity
<b>Self-reliance skills</b>	Self-awareness/ confidence	Purposeful, focused, reflective, perceptive, honest, self-belief, objective, realistic, balanced
	Self-promotion skills	Positive, persuasive, pleasant, proactive, persistent, ambitious, opportunistic, promoter
	Initiative and proactivity	Resourceful, energetic, drive, flexible, self-starter, self-reliant, initiative, self-disciplined
	Networking skills	Initiator, trustful, personable, relationship-builder, persistent developer, resourceful, respected
	Willing to learn	Motivated, adaptable, enthusiastic, active, keen learner, inquisitive, continual improver
	Action planning	Decision-maker, planner, organised, negotiator, responsive, evaluator, forward-thinker, target-driven, able to prioritise
<b>General skills</b>	Problem-solving	Achiever, successful, results-oriented, project management, creative, practical, logical, astute, agile mind

	IT/ computer literacy	IT skills, software packages, common sense, task-oriented, progressive, specific, office skills, keyboard skills
	Flexibility	Multi-disciplinary, flexible, versatile, multi-skilled, willing, obliging, mobile adaptable
	Numeracy skills	Accurate, logical, problem-solver, detailed, methodical, consistent, quick thinker, analytical, thorough
	Business acumen	Competitive, entrepreneurial, enterprising, commercial, foresight, budgeter, risk taker, effective written communication
	Commitment	Dedicated, trustworthy, conscientious, reliable, loyal, punctual, knowledgeable, experienced
<b>Specialist skills</b>	Company-specific skills	Specialist Knowledge, e.g. product or market knowledge; specialist skills, e.g. IT packages; unique language skills, e.g. Chinese; specialist interpersonal skills, e.g. public speaker
	Technical skills	Professional, sector-based or functional skills, e.g. journalism, research, aerospace, engineering, tax accounting, counselling, creative design, economist, personnel, sales, marketing
	Understanding commercial goals of company	Specialist understanding of an organisation's goals, priorities and future direction (combination of self-reliance, business acumen and people skills)

Reference: Dr Peter Hawkins (1999), *The Art of Building Windmills*, (cited in Graduate into Employment Unit, 1999), p. 12.