

Competencies and Skills

Achieve goals within budget and time schedule
Act as a liaison
Actively participate in _____
Adjust plans for the unexpected
Administer _____
Advise _____ on company policies
Analyze and correct plumbing or electrical problems
Analyze quantitative, physical and/or scientific data
Anticipate problems and respond with solutions
Appraise and analyze costs
Arrange correct sequence of information and actions
Assemble and install technical equipment
Assess learning styles and respond accordingly
Assign tasks and set standards for support staff
Assist in the planning and completion of _____
Assist subordinates and supervisors in _____
Build a structure, follow proper sequence
Calculate, perform mathematical computations
Care for and serve people; rehabilitate, heal
Classify and sort information into categories
Coach, guide, encourage individuals to achieve goals
Communicate well with all levels of the organization
Communicate well with diverse groups
Communicate well with key people in organization
Compare and evaluate information
Compile data and apply statistical analysis
Compile numerical and statistical data
Compile, analyze and present _____
Conduct _____
Conduct needs assessment
Consistently meet or exceed company goals
Consult and recommend solutions
Consult with clients to determine _____
Coordinate _____ between various departments
Coordinate and oversee _____
Coordinate people, activities and details
Counsel, advise, consult, guide others
Create and administer evaluation plan
Create and implement _____
Create and justify organization's budget to others
Create and present _____
Create and publish _____
Create computer generated charts for presentations
Create efficient systems
Create guidelines for implementing an action

Personality Traits Used As Competencies and Skills

Amiable
Articulate
Artistic
Assertive
Calm
Capable
Careful
Cheerful
Confident
Considerate
Cooperative
Courteous
Creative
Decisive
Dependable
Determined
Diligent
Discreet
Easygoing
Efficient
Enthusiastic
Flexible
Friendly
Generous
Goal-Oriented
Hard-working
Helpful
Honest
Humorous
Imaginative
Industrious
Innovative
Intellectual
Intuitive
Inventive
Kind
Leadership
Logical
Loyal
Mature
Motivated
Observant
Open-minded
Optimistic
Orderly

Create innovative solutions to complex problems	Organized
Create positive, hospitable environment	Outgoing
Delegate responsibility and review performance	Patient
Deliver oral and written presentations	People-oriented
Demonstrate consistent record of _____	Persuasive
Demonstrate effective leadership	Philosophical
Demonstrate empathy, sensitivity and patience	Pleasant
Demonstrate flexibility during crisis	Positive
Design _____	Practical
Determine salaries	Precise
Develop a new _____ system	Productive
Develop a plan and set objectives	Prudent
Develop and facilitate Work Teams	Punctual
Develop and implement _____	Quiet
Develop and mentor talent	Realistic
Develop educational curriculum and materials	Reliable
Develop rapport easily with groups of people	Responsible
Develop realistic goals and action to obtain them	Self-reliant
Direct and manage staff	Self-Starter
Direct, install, operate and maintain _____	Sensitive
Drive and operate vehicles	Sincere
Encourage team work among employees	Smart
Encourage, empower, advocate for people	Sociable
Establish a successful _____	Stable
Expedite communication between upper level management and subordinates	Steady
Explain difficult ideas and complex topics	Supportive
Express feelings through body language	Sympathetic
Facilitate a group	Systematic
Facilitate conflict management	Tactful
Facilitate conflict management	Take Charge
Facilitate self-awareness in others	Thorough
Follow through, insure completion of a task	Thoughtful
Forecast _____	Thrifty
Forecast, estimate expenses and income	Through
Gather information from a number of sources	Tolerant
Handle complaints in person and over the phone	Trustful
Help others improve health and welfare	Trustworthy
Help oversee all aspects of _____	Understanding
Help people make their own decisions	Versatile
Hire and supervise temporary personnel as needed	Well-organized
Hypothesize and test for results	
Identify and correct problems	
Identify and organize tasks or information	
Identify and purchase necessary resource materials	
Identify appropriate information sources	
Implement new procedures for _____	

Increase productivity and efficiency to achieve goals
Initiate and lead seminars
Instruct and train
Interview and hire
Interview clients to obtain information
Interview primary sources
Keep accurate and complete financial records
Landscape and farm
Listen carefully and attentively
Listen carefully to communication
Listen empathically and with objectivity
Maintain _____ records
Maintain and operate equipment
Maintain effective inventory control
Maintain high standards of excellence
Maintain inventory
Manage and operate
Manage personnel, projects and time
Mediate peace between conflicting parties
Motivate and inspire others to achieve common goals
Negotiate terms and conditions
Organize and manage
Organize, improve, adapt office systems
Oversee communication, email and telephones
Participate in group discussion and teams
Patiently search for hard-to-find information
Perform accounting functions and procedures
Prepare and present
Prepare and present _____
Prepare and process
Present and expedite
Present ideas effectively in speeches or lecture
Produce _____ reports
Produce _____
Proficient in Internet research
Promote concepts through a variety of media
Provide direction and assistance to clients
Provide personalized assistance to clients
Provide training for development of staff
Purchase and maintain
Repair machines
Research and recommend
Respond to non-verbal cues
Respond to requests
Responsible for _____
Restruct and improve _____
Schedule work hours

Search written, oral and technologies
Sell ideas, products or services
Set goals and determine courses of action
Set up and keep time schedules
Skillful communication and neogation skills
Structrue and maintain _____
Study data or bahavior for meaning and solutions
Sucessfully handle _____
Supervise employees
Systematize information and results
Take risks, make hard decisions, be decisive
Teach, advise, coach, empower
Track progress of projects and troubleshoot
Train employees
Understand blueprints and architectural specs
Use a variety of media for presentations
Use body language that makes others comfortable
Use computer software for records and analysis
Use scientific or medical equipment
Use technology for statistical analysis
Use tools and machines
Utilize computer software and equipment
Utilize computer software for artistic creations
Utilize technology to facilitate management
Work with precision with numerical data
Write _____
Write analysis of study and research
Write well organized and documented reports