

<p>Communication</p> <ul style="list-style-type: none"> <input type="checkbox"/> describing feelings <input type="checkbox"/> editing <input type="checkbox"/> expressing ideas <input type="checkbox"/> facilitating group discussion <input type="checkbox"/> interviewing <input type="checkbox"/> listening attentively and objectively <input type="checkbox"/> negotiating <input type="checkbox"/> perceiving nonverbal cues <input type="checkbox"/> persuading <input type="checkbox"/> providing appropriate feedback <input type="checkbox"/> public speaking <input type="checkbox"/> reporting information <input type="checkbox"/> responding appropriately to feedback <input type="checkbox"/> speaking effectively <input type="checkbox"/> using various media to present ideas imaginatively <input type="checkbox"/> using various styles of written communication <input type="checkbox"/> writing clearly and concisely 	<p>Human Relations/Interpersonal</p> <ul style="list-style-type: none"> <input type="checkbox"/> being patient <input type="checkbox"/> being sensitive <input type="checkbox"/> being willing to take risks <input type="checkbox"/> conveying feelings <input type="checkbox"/> cooperating <input type="checkbox"/> counseling <input type="checkbox"/> delegating with respect <input type="checkbox"/> demonstrating effective social behavior <input type="checkbox"/> developing rapport <input type="checkbox"/> helping others <input type="checkbox"/> interacting effectively with peers, superiors, and subordinates <input type="checkbox"/> keeping a group "on track" <input type="checkbox"/> listening <input type="checkbox"/> motivating <input type="checkbox"/> perceiving feelings/situations <input type="checkbox"/> persuading others <input type="checkbox"/> providing support for others <input type="checkbox"/> teaching/instructing others <input type="checkbox"/> sharing credit <input type="checkbox"/> working with diversity or multicultural issues 	<p>Organizing/Management/Leadership/Decision-Making</p> <ul style="list-style-type: none"> <input type="checkbox"/> analyzing tasks <input type="checkbox"/> being accountable <input type="checkbox"/> brainstorming activities <input type="checkbox"/> coaching/mentoring <input type="checkbox"/> conducting meetings <input type="checkbox"/> coordinating tasks <input type="checkbox"/> counseling <input type="checkbox"/> delegating responsibility <input type="checkbox"/> developing goals <input type="checkbox"/> encouraging and inspiring <input type="checkbox"/> following up with others to evaluate progress <input type="checkbox"/> giving praise and credit <input type="checkbox"/> handling details <input type="checkbox"/> identifying people who can contribute to solutions of problems or tasks <input type="checkbox"/> implementing good decisions <input type="checkbox"/> initiating new ideas and tasks <input type="checkbox"/> making decisions with others <input type="checkbox"/> managing conflict <input type="checkbox"/> managing groups <input type="checkbox"/> motivating and leading people <input type="checkbox"/> negotiating agreements <input type="checkbox"/> organizing people/tasks to achieve a specific goal <input type="checkbox"/> prioritizing tasks <input type="checkbox"/> promoting change <input type="checkbox"/> selling ideas or products <input type="checkbox"/> solving problems/mediating <input type="checkbox"/> taking risks <input type="checkbox"/> teaching/instructing
<p>Research/Planning/Investigation</p> <ul style="list-style-type: none"> <input type="checkbox"/> analyzing <input type="checkbox"/> conceptualizing <input type="checkbox"/> creating ideas <input type="checkbox"/> defining needs <input type="checkbox"/> designing an experiment/model <input type="checkbox"/> developing evaluation strategies <input type="checkbox"/> extracting important information <input type="checkbox"/> forecasting/predicting <input type="checkbox"/> formulating questions <input type="checkbox"/> gathering information <input type="checkbox"/> identifying problems <input type="checkbox"/> identifying resources <input type="checkbox"/> imagining alternatives <input type="checkbox"/> making conclusions <input type="checkbox"/> observing and discovering <input type="checkbox"/> setting goals <input type="checkbox"/> solving problems <input type="checkbox"/> testing validity of data 	<p>Work Survival</p> <ul style="list-style-type: none"> <input type="checkbox"/> accepting responsibility <input type="checkbox"/> attending to detail <input type="checkbox"/> being punctual <input type="checkbox"/> cooperation <input type="checkbox"/> discerning appropriate behaviors for the workplace <input type="checkbox"/> enforcing policies <input type="checkbox"/> enlisting help <input type="checkbox"/> evaluating personal and professional strengths and weaknesses <input type="checkbox"/> implementing decisions <input type="checkbox"/> making decisions <input type="checkbox"/> managing time and stress <input type="checkbox"/> meeting goals <input type="checkbox"/> organizing <input type="checkbox"/> seeking opportunities for professional development <input type="checkbox"/> setting and meeting deadlines <input type="checkbox"/> taking initiative in job-related duties <input type="checkbox"/> working effectively under pressure 	<p>Critical Thinking/Problem Solving</p> <ul style="list-style-type: none"> <input type="checkbox"/> anticipating problems <input type="checkbox"/> finding innovative solutions to complex problems <input type="checkbox"/> defining problems and identifying possible causes <input type="checkbox"/> developing plans to implement solutions <input type="checkbox"/> identifying a general principle to explain interrelated experience <input type="checkbox"/> identifying possible solutions and selecting the most appropriate ones <input type="checkbox"/> involving others to evaluate solutions <input type="checkbox"/> multi-tasking