

# **Top Skills (Enjoy Using)**

## **People Skills**

### **COMMUNICATING**

*Signaling, speaking, or listening to others so as to convey or receive information*

Listening; receiving information; learning; questioning; interviewing; exchanging information; signaling; telling; talking; writing; informing; giving instructions; speechwriting; playwriting

### **PERSUADING**

*Moving people by means of demonstration or argument towards a course of action*

Influencing; inspiring; convincing; motivating; moving; developing rapport or trust; recruiting talent or leadership; demonstrating (a product); selling intangibles or tangibles; publicizing; promoting; fund-raising; writing proposals; arranging financing

### **FOUNDING, LEADING**

*Enlisting and synergizing others toward a corporate objective*

Initiating; originating; founding; instituting; establishing; charting; financing; determining goals, objectives and procedures; recognizing and utilizing the skills of others; enlisting; displaying charisma; inspiring trust; evoking loyalty; organizing diverse people into a group; unifying; synergizing; team-building; sharing responsibility; delegating authority; contracting; taking manageable risks; conducting (music).

# Top Skills (Enjoy Using)

## Information Skills

### PERSONAL TECHNOLOGY

*Dealing with computers and other personal electronic technology*

Operating a computer competently; use of desktop applications (word processing, spreadsheets, presentation, email); use of corporate applications (data bases); use of Web applications (browsers)

### ANALYZING

*Breaking a principle or thing into its constituent parts or basic elements*

Examining; visualizing; reasoning; finding the basic units; dissecting; extracting; selecting; testing; evaluating; perceiving and defining cause-and-effect relations; proving; interpreting

### ORGANIZING

*Giving a definite structure and working order to things*

Forming into a whole with connected and interdependent parts; collating; formulating; defining; classifying materials; arranging according to a prescribed plan or evolving schema; expertly systematizing

### EVALUATING

*Making judgments about people, information or things*

Diagnosing; inspecting; checking; testing; perceiving common denominators; weighing; appraising; assessing; deciding; judging; screening out people; discriminating what is important from what is unimportant; discarding the unimportant; editing; simplifying; summarizing; consolidating

### VISUALIZING

*Able to conceive shapes or sounds, perceiving their patterns and structures, and to enable others to see them too*

Having form perception; imagining; able to visualize shapes; perceiving patterns and structures; skilled at symbol formation; creating poetic images; visualizing concepts; possessing accurate spatial memory; easily remembering faces; having and uncommonly fine sense of rhythm; estimating (e.g. speed); illustrating; photographing; sketching; drawing; coloring; painting; designing; drafting; mapping.

### IMPROVING, ADAPTING

*Taking what others have developed and applying it to new situations, often in a new form*

Adjusting; improvising; expanding; improving; arranging (as music); redesigning; updating; applying

# Top Skills (Enjoy Using)

## **CREATING, SYNTHESIZING**

*Transforming apparently unrelated things or ideas by forming them into a new cohesive whole*

Relating; combining; integrating; unifying; producing a clear, coherent unity; intuiting; inventing; innovating; conceptualizing; hypothesizing; discovering; conceiving new interpretations, concepts and approaches; formulating; programming; projecting; forecasting

## **PLANNING, DEVELOPING**

*Determining the sequence of tasks, after reviewing pertinent data or requirements and often overseeing the carrying out of the plan.*

Reviewing pertinent data requirements; determining the need for revisions of goals, policies and procedures; planning on the basis of lessons from the past; determining the sequence of operation; making arrangements for the functioning of a system; overseeing; establishing; executing decisions reached; developing, building markets for ideas or products