**PEOPLE SKILLS**

**TAKING INSTRUCTIONS**

*Giving attention to instructions, and then carrying out the prescribed action.*

Representing; following through; executing; enforcing regulations; rendering support services

**SERVICING**

*Answering explicit or explicit wishers or needs of others.*

Preparing (something for someone); helping; hostessing; waiting on (tables); nursing, protecting

**SENSING, FEELING**

Apprehending through intuition, showing sensitivity to others, especially their feelings.

Intuiting; being sensitive and responsive to the feelings of others; empathizing; showing warmth; keen ability to put self in someone else’s shoes; having keen sense of taste; having keens sense of smell

**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

**PERFORMING, AMUSING**

*Getting up before a group of people, and performing in a manner that illuminates, gives pleasure or both*

Exhibiting showmanship; amusing; making people laugh; acting; dramatizing; modeling; singing; dancing; playing music; giving poetry readings; making oral readings; exceptional speaking ability; thinking quickly on one’s feet; writing with humor, fun and flair.

**MANAGING, SUPERVISING**

*Monitoring individual behavior and coordinating with others’, for the systematic achieving of some organizational objective*

Determining goals; interpreting goals; promoting harmonious relations & efficiency; encouraging people; coordinating; managing; overseeing; heading; administering; directing public affairs; directing (production of); controlling (a project)

**NEGOTIATING, DECIDING**

*Arriving at an individual or jointly agreed-upon decision, usually through discussion and compromise*

Exchanging information; discussing; conferring; working well in a hostile environment; treating people fairly; mediating; arbitrating; bargaining; umpiring; adjudicating; renegotiating; compromising; reconciling; resolving; charting mergers; making policy

**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).

**TREATING**

*Acting to improve a physical, mental, emotional or spiritual problem of others, by using a specified technique or substance.*

Caring for; improving; altering; rehabilitating; having true therapeutic abilities; prescribing; counseling; praying over; curing

**ADVISING, CONSULTING**

*Giving expert advice or recommendations, based on an area of expertise one possesses*

Reading avidly; continually gather information with respect to a particular problem or area of expertise; offering services; giving expert advice; consulting; trouble-shooting; recommending; referring.

**CONSELING (HOLISTIC)**

*Dealing with a person’s problems in the context of their total self, to identify and resolve them through self-directed action.*

Advising; counseling; mentoring; facilitating personal growth and development of others; helping people identify their problems, needs and solutions; interpreting dreams; solving problems; raising people’s self-esteem.

**TRAINING**

*Giving new information or ideas to people, through lecture, demonstrations, or practice*

Knowing (something); causing an individual or group to know (something); lecturing; fostering a stimulating learning environment; distilling in people a love of the subject being taught; explaining difficult or complex concepts or ideas; giving examples; demonstrating; showing; translating; detailing; modeling desired behavior; group-facilitating; help others to express their views; help others to experience (something); empowering.

**INFORMATION SKILLS**

**OBSERVING**

*Studying the behavior of people, animals or things, or the details of a particular phenomenon or place*

Paying careful attention to; being very observant; studying; concentrating; keeping track of details; focusing on minutiae

**COMPARING**

*Examining two or more people or things, to discover similarities and dissimilarities*

Comparing; checking; making comparisons; proofreading; discovering similarities or dissimilarities; perceiving identities or divergences; developing a standard or model

**COPYING, STORING AND RETRIEVING**

*Making an imitation in the mind or on various materials*

Entering (data); keeping records; addressing; posting; copying; transcribing; recording; memorizing; classifying expertly; protecting; keeping confidential; filing in a way to facilitate retrieval; remembering; retrieving; extracting; reproducing; imitating; reviewing; restoring; giving out information patiently and accurately

**COMPUTING**

*Dealing with numbers, performing simple or complex arithmetic*

Counting; taking inventory; calculating; solving statistical problems; auditing; keeping accurate financial records; reporting; maintaining fiscal controls; budgeting; projecting; purchasing

**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); use of mobile devices

**RESEARCHING**

*Finding and reporting on, things not easy to find*

Investigating; detecting; surveying; inventorying; interviewing; identifying; finding; gathering; collecting; assembling; compiling; composing; collating; tabulating; classifying; ascertaining; determining./ proving; disproving; reporting

**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

**CREATING, SYNETHESIZING**

*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

**DESIGNING**

*Fashioning or shaping things*

Creating (things); designing in wood or other media; experimenting; fashioning; shaping; making models; making handicrafts; sculpting; creating symbols

**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

**EXPEDITING**

*Speeding up the accomplishment of a task or series of tasks so as to reach an organizational objective on or ahead of time*

Dispatching; adept at finding ways to speed up a job; establishing effective priorities among competing requirements; skilled a allocating scarce financial resources; setting up and maintaining on-time work schedules; coordinating operations and details; quickly sizing up situations; anticipating people’s needs; acting on new information immediately; seeks and seizes opportunities; deals well with the unexpected or critical event; able to take hard decisions; bringing projects in on time and within budget

**ACHIEVING**

*Systematically accomplishing tasks in a manner that causes objectives to be attained or surpassed*

Completing; attaining objectives; winning; meeting goals; producing results; delivering as promised; improving performance; making good use of feedback; increasing productivity

**THING SKILLS**

**HANDLING (OBJECTS)**

*Using one’s hands or body to identify or move an object*

Feeling; fingering; washing; raising; lifting; carrying; balancing; pushing; pulling; moving; taking; gathering; receiving; setting (down); shipping; unloading; separating; sorting

**BEING ATHLETIC**

**WORKING WITH THE EARTH & NATURE**

**FEEDING & EMPTYING MACHINES**

**MINDING MACHINES**

**USING TOOLS**

**OPERATING EQUIPMENT OR MACHINES**

**OPERATING VEHICLES**

**PRECISION WORKING**

**SETTING UP (DISPLAYS, MACHINERY)**

**REPAIRING**