|  |  |  |
| --- | --- | --- |
| **Communication: Conveying & expressing ideas** | | |
| **Skill list** | **STEP 1** | **STEP 2** |
| *Seeking new knowledge and ideas* | x |  |
| *Writing & editing* |  |  |
| *Summarising & formatting information* |  |  |
| *Communicating verbally* | x |  |
| *Using active listening skills* | x | x |
| *Facilitating discussion* | x |  |
| *Consulting with others to gain information* | x | x |
| *Teaching and training others* | x | x |
| *Promoting & selling products or ideas* | x | x |
| *Using different languages* |  |  |
| *Interviewing & asking questions* | x |  |
| *Making presentations* | x | x |
| *Negotiating & working in a team* | x |  |
| *Thinking & reacting on the spot (under pressure)* |  |  |
| *Speaking & working with the public* | x |  |

|  |  |  |
| --- | --- | --- |
| **Organisation Management: Working one-on-one & in a group** | | |
| **Skill list** | **STEP 1** | **STEP 2** |
| *Completing tasks & attaining goals* | x | x |
| *Solving problems* | x |  |
| *Meeting deadlines & time management* |  |  |
| *Making decisions* | x |  |
| *Leading & supervising others* |  |  |
| *Motivating others* | x |  |
| *Resolving conflicts & mediating* | x |  |
| *Setting priorities* | x | x |
| *Initiating new projects* | x |  |
| *Organising projects & activities* |  |  |
| *Coordinating groups* |  |  |
| *Handling logistics* |  |  |
| *Putting theory & ideas into practice* | x |  |
| *Delegating, giving directions & assuming responsibilities* | x |  |
| *Using strategy & planning long-term* |  |  |

|  |  |  |
| --- | --- | --- |
| **Research & Investigation: Searching for specific knowledge** | | |
| **Skill list** | **STEP 1** | **STEP 2** |
| *Analysing ideas & data* | x | x |
| *Completing research & investigations* |  |  |
| *Reading for information & gathering data* |  |  |
| *Interviewing for information* |  |  |
| *Thinking critically and evaluating* | x | x |
| *Observing and formulating hypotheses* | x |  |
| *Developing theories* |  |  |
| *Outlining research* |  |  |
| *Calculating & comparing data* |  |  |

|  |  |  |
| --- | --- | --- |
| **Design & Planning: Imagining the future & creating it** | | |
| **Skill list** | **STEP 1** | **STEP 2** |
| *Anticipating problems & planning solutions* | x |  |
| *Conceptualizing design* |  |  |
| *Developing an overriding vision or idea* | x |  |
| *Designing programs* |  |  |
| *Thinking visually* | x |  |
| *Creating visual or written compositions* |  |  |
| *Adapting quickly & using improvisation skills* | x |  |
| *Creating images, formats or layouts of information* |  |  |
| *Brainstorming new ideas & anticipating consequences* |  |  |

|  |  |  |
| --- | --- | --- |
| **Physical Activities: Using hands or tools to build** | | |
| **Skill list** | **STEP 1** | **STEP 2** |
| *Making physical repairs* |  |  |
| *Building & construction* |  |  |
| *Inventing new equipment* |  |  |
| *Operating equipment & machinery* |  |  |
| *Doing physical/manual labour* |  |  |
| *Working & being outdoors* |  |  |

|  |  |  |
| --- | --- | --- |
| **Human Service: Attending to the needs of others** | | |
| **Skill list** | **STEP 1** | **STEP 2** |
| *Using Interpersonal skills* | x |  |
| *Being sensitive to other’s needs* | x |  |
| *Being empathetic & understanding* | x | x |
| *Counselling, supporting & coaching* | x |  |
| *Advocating for others* | x |  |
| *Use intuition, coach, provide care* |  |  |

|  |  |  |
| --- | --- | --- |
| **Information Management: Analysing ideas and information** | | |
| **Skill list** | **STEP 1** | **STEP 2** |
| *Using math skills* |  |  |
| *Organising & managing information* |  |  |
| *Using logic in practical applications* |  |  |
| *Develop & streamline systems* |  |  |
| *Monitoring & noticing details* |  |  |
| *Keeping records* |  |  |