|  |  |
| --- | --- |
| skills | Manager |
| Management | - First I have to master the role of a leader  - Next, my supervising skills must be perfect, besides, I have to create motivation and know organizational skills  - Finally, there is knowledge about processes, policies, systems of quality standards, etc. |
| Communication skill | - I must know the method of communicating with individuals and groups and Understand and explain the requirements of others.  - Communicating information to others effectively  - Know how to handle difficult and unexpected problems |
| Team working | - Need to possess knowledge of basic group activities.  - Dividing tasks appropriately and using members' strengths.  - Motivating members. |
| Supporting Staff Performance | - Provide basic training skills.  - Review the progress and performance of individuals and groups.  - Basic interview skills.  - Skills to assign tasks. |
| Problem solving | - Understand the problem and identify when the problem occurred.  - Provide appropriate solutions and rational critical thinking.  - Be creative in solving problems |
| Project management | - Evaluate the project and proceed to find resources.  - Planning and controlling work progress  - Use basic project management principles and organizational skills |
| Personal effectiveness | - Need to get assertive and timely adapt to the new environment.  - Exchange of relevant professional knowledge.  - Set goals and manage personal time effectively |