**Current skills and personal qualities for employment**

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| **People** | | |
| Ability to get on with people from diverse backgrounds  Understanding other people’s points of view  Sensitivity to cultural differences  Dealing with the general public  Team work and collaboration  Networking  Managing or supervising others’ work  Teaching, training or mentoring others  Negotiating and persuading  Helping others to arrive at decisions | Consideration of others’ feelings  Caring for others  Supporting and motivating others  Understanding others’ body language  Coping with ‘difficult’ people  Conveying messages clearly and to the point  Audience awareness  Taking direction from others  Giving constructive feedback  Leadership skills  Other: | |
| **Activities and tasks** | |
| Creativity, design and layout  Innovation and inventiveness  Ability to see the ‘whole’ picture  Argument and debate  Seeing patterns and connections  Attention to detail  Researching/finding information  Classifying and organising information  Making decisions  Managing change and transition  Setting priorities  Working out agendas  Organising work to meet deadlines  Facilitating meetings  Analysing/interpreting complex texts  Technological skills | Using social networking tools  Working with numbers  Selling  Problem-solving  Practical skills  Understanding quickly how things work  Seeing practical applications  Writing reports/ official documents  Languages  Interpreting/translating languages  Enterprise and entrepreneurship  Business and financial skills  Managing difficult situations/crises  Other: |
| **Personal** |  | |
| Setting my own goals  Working independently  Maintaining a high level of motivation  Taking responsibility for my own actions  Learning from my mistakes  Willingness to take risks and experiment  Assertiveness  Determination and perseverance | Self-reliance  Recognising my own needs  Taking care of my health and well-being  Staying calm in a crisis  Emotional intelligence  Coping skills and managing stress  Other: | |