

SOFT SKILLS YOU HAVE MASTERED

This section of your report lists and describes soft skills you have mastered based on your responses to the questionnaire. The statements listed below describe the consistent actions of individuals who have mastered these soft skills. Read each statement and think of when and where you have consistently demonstrated the actions described.

CONTINUOUS LEARNING: Taking initiative in learning and implementing new concepts, technologies and/or methods.

- * Demonstrates curiosity and enthusiasm for learning.
- * Takes initiative in acquiring and mastering the skills and knowledge requirements of a position.
- * Keeps abreast of current or new information through reading and other learning methods.
- * Actively interested in new technologies, processes and methods.
- * Welcomes or seeks assignments requiring new skills and knowledge.
- * Expends considerable effort and/or expense on learning.
- * Genuinely enjoys learning.
- * Identifies applications for knowledge.
- * Is considered a knowledgeable resource by others.

INTERPERSONAL SKILLS: Effectively communicating, building rapport and relating well to all kinds of people.

- * Strives for self-awareness.
- * Demonstrates sincere interest in others.
- * Treats all people with respect, courtesy and consideration.
- * Respects differences in the attitudes and perspectives of others.
- * Listens, observes and strives to gain understanding of others.
- * Communicates effectively.
- * Sensitive to diversity issues.
- * Develops and maintains relationships with many different kinds of people regardless of cultural differences.

WRITTEN COMMUNICATION: Writing clearly, succinctly and understandably.

- * Writes in ways that make abstract concepts, issues and information clear and understandable.
- * Utilizes a wide range of appropriate writing techniques and methods.
- * Succinctly presents objective or subjective viewpoints and arguments.
- * Achieves communication objectives by organizing information in logical sequences that lead readers to come to natural conclusions.

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- * Determines what information needs to be communicated.
- * Deftly utilizes written language to convey key messages and meaning.
- * Effectively involves readers in the material.
- * Adjusts writing style to specific audiences as needed.

EMPLOYEE DEVELOPMENT/COACHING: Facilitating and supporting the professional growth of others.

- * Expresses confidence in others' ability to perform.
- * Identifies developmental needs.
- * Encourages initiative and improvement.
- * Provides opportunities for training.
- * Gives new, difficult and/or challenging work assignments.
- * Acknowledges and praises improvements.
- * Trains, coaches and mentors others to develop.
- * Views mistakes as opportunities for learning.
- * Promotes learning and growth.

GOAL ORIENTATION: Energetically focusing efforts on meeting a goal, mission or objective.

- * Acts independently to achieve objectives without supervision.
- * Expend the necessary time and effort to achieve goals.
- * Recognizes and acts on opportunities to advance progress towards meeting goals.
- * Establishes and works toward ambitious and challenging goals.
- * Develops and implements strategies to meet objectives.
- * Measures effectiveness and performance to ensure results are attained.
- * Acts with a sense of urgency to achieve goals.
- * Demonstrates persistence in overcoming obstacles to meet objectives.
- * Takes calculated risks to achieve results.

PLANNING/ORGANIZING: Utilizing logical, systematic and orderly procedures to meet objectives.

- * Works effectively within established time frames and priorities.
- * Utilizes logical, practical and efficient approaches.
- * Prioritizes tasks for optimum productivity.
- * Develops procedures, processes and systems for order, accuracy, efficiency and productivity.

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- * Anticipates probable effects, outcomes and risks.
- * Develops contingency plans to minimize waste, error and risk.
- * Allocates, adjusts and manages resources according to priorities.
- * Monitors implementation of plans and makes adjustments as needed.

TEAMWORK: Working effectively and productively with others.

- * Respects team members and their individual perspectives.
- * Makes team mission and objectives a priority.
- * Works toward consensus when team decisions are required.
- * Meets agreed-upon deadlines on team assignments and commitments.
- * Shares responsibility with team members for successes and failures.
- * Keeps team members informed regarding projects.
- * Supports team decisions.
- * Recognizes and appreciates the contributions of team members.
- * Behaves in a manner consistent with team values and mission.
- * Provides constructive feedback to team and its members.
- * Responds positively to feedback from team members.
- * Raises and/or confronts issues limiting team effectiveness.