

75 PERSONAL & PROFESSIONAL SKILLS

ATTITUDINAL SKILLS

- Adjusting Your Attitude
- Being Adaptable and Flexible
- Cooperating with Others
- Dealing with Entitlements
- Dismantling Arrogance
- Maintaining an Eye on Success
- Showing Personal Energy
- Taking Advice

INTERPERSONAL SKILLS

- Behaving Courteously with Manners
- Being Culturally Sensitive
- Building Good Relationships
- Compromising
- Developing Cultural Awareness
- Learning How to Fit In
- Maintaining Eye Contact
- Meeting Etiquette

PERSONAL SKILLS

- Being Accountable
- Being Organized
- Being Reliable
- Being Self-Motivated
- Controlling Your Emotions
- Demonstrating Honesty
- Demonstrating Integrity
- Dressing for Success
- Displaying Proper Hygiene
- Following Directions
- Maintaining Attendance
- Showing Self-Awareness
- Supervising Oneself

SELF-IMPROVEMENT SKILLS

- Developing Leadership
- Dining Etiquette
- Learning and Teaching
- Mapping Long Term Possibilities
- Networking on the Job
- Using Imagination and Creativity

COMMUNICATION SKILLS

- Asking for a Raise
- Dealing with Ambiguity
- Giving and Receiving Criticism
- Learning How to Be Persuasive
- Learning How to Say "I Don't Know"
- Listening
- Providing Customer Service
- Questioning Appropriately
- Speaking Clearly
- Taking Notes

JOB FINDING SKILLS

- Acing the Interview
- Building Your Resume
- Completing Job Applications
- Defining a Career Objective
- Gathering References
- Interviewing for Success
- Making a Strong First Impression
- Mining an Informational Interview
- Networking to Career Success
- Opening Doors with a Cover Letter

APPLIED SKILLS ON THE JOB

- Achieving Consistency
- Adhering to Workplace Rules
- Being Bottom Line Oriented
- Being Organizationally Aware
- Completing Work on Time
- Contributing to a Team
- Finding a New Direction
- Following Directions
- Learning Multitasking
- Managing Time
- Thinking Critically
- Understanding Business
- Understanding Work Politics
- Working Efficiently

SOCIAL MEDIA & INTERNET SKILLS

- Being Mindful of Legal Issues
- Dos & Don't of Email, Cellphones & Texting
- Internet as a Productivity Tool
- Managing Internet Usage
- Networking Online
- Searching for Jobs Online