What Career Skills do you have? >

**TEAMWORK**
- Consulting and encouraging others
- Sharing information
- Negotiating common goals
- Consulting and encouraging others

**ACTIVE LISTENING**
- Reading body language
- Showing empathy
- Paraphrasing
- Checking for understanding

**LEADERSHIP**
- Delegating
- Praising and motivating
- Recognising others’ strengths
- Managing change
- Mentoring
- Being proactive and strategic
- Mediating and conflict resolution

**PROFESSIONAL BEHAVIOUR**
- Maintaining a sustainable work and life balance
- Use of appropriate language & behaviour
- Being accountable and accepting responsibility
- Extending duty of care to all

**ACTIVE LISTENING**
- Encouraging
- Clarifying
- Summarising
- Reflecting

**PROFESSIONAL BEHAVIOUR**
- Maintaining a sustainable work and life balance
- Use of appropriate language & behaviour
- Being accountable and accepting responsibility
- Extending duty of care to all

**WRITING**
- Report writing
- Copy writing
- Letters to customers
- Drafting/editing
- Reviewing
- Minutes of meetings
- Analysing documents
- Appropriate email communication

**ACTIVE LISTENING**
- Clarifying
- Summarising
- Reflecting

**VERBAL COMMUNICATION**
- Correct language use
- Recognising cultural cues
- Persuading
- Presenting
- Networking
- Delegating
- Advising

**CUSTOMER SERVICE**
- Managing time effectively
- Coping with stress effectively
- Planning and prioritising effectively
- Taking responsibility and initiative
- Keeping track of tasks and time
- Observing deadlines

**PROFESSIONAL BEHAVIOUR**
- Maintaining a sustainable work and life balance
- Use of appropriate language & behaviour
- Being accountable and accepting responsibility
- Extending duty of care to all

**WRITING**
- Drafting/editing
- Reviewing
- Minutes of meetings
- Analysing documents
- Appropriate email communication

**TEAMWORK**
- Negotiating stakeholder cooperation
- Devising action plans
- Drawing conclusions
- Analysing & understanding the problem

**PROFESSIONAL BEHAVIOUR**
- Maintaining a sustainable work and life balance
- Use of appropriate language & behaviour
- Being accountable and accepting responsibility
- Extending duty of care to all

**IT SKILLS**
- Building websites
- Coding
- Programming
- Data entry
- Creating documents
- Database management
- Managing social media
- Operating specialist software

**PROFESSIONAL BEHAVIOUR**
- Maintaining a sustainable work and life balance
- Use of appropriate language & behaviour
- Being accountable and accepting responsibility
- Extending duty of care to all

**WRITING**
- Letters to customers
- Drafting/editing
- Reviewing
- Minutes of meetings
- Analysing documents
- Appropriate email communication

**PLANNING & ORGANISING**
- Consulting stakeholders
- Budgeting
- Scheduling events
- Contingency planning
- Organising staff
- Adapting to change
- Reporting on delivery
- Debriefing

FOR MORE INFORMATION AND TO CREATE YOUR OWN SKILLS MAP VISIT OUR WEBSITE

www.abdn.ac.uk/careers