

Top 10 Valued Workplace Skills include communication, organizational, computer, interpersonal, analytical, leadership, problem solving, time management, mathematical and professional skills.

Communication

- Negotiating; bargaining; persuading; debating issues without being unpleasant or abrasive to others
- Greeting people; representing others to the public; selling; demonstrating products or services
- Courteous telephone skills
- Reporting; conveying information; explaining issues or procedures
- Listening effectively
- Interviewing; drawing out others' views; probing for information
- Demonstrating skills in the use of language, grammar and punctuation
- Expressing ideas in written form; editing; revising; preparing concise and logically written materials
- Organizing and presenting ideas effectively for both formal and spontaneous speeches
- Participating in group discussions

Organizational

- Identifying tasks to be accomplished
- Pulling elements together in an orderly, functional, and structured whole
- Facilitating discussions on program planning processes
- Facilitating brainstorming activities
- Giving constructive feedback on others' work
- Prioritizing tasks; getting most important work done first

Computer

- Identifying and using appropriate software
- Identifying, analyzing, and solving hardware or technical difficulties
- Teaching others to use computer programs
- Understanding different application programs
- Using HTML and other web design tools
- Understanding and using different operating systems like Windows/Android/Mac/IOS

Interpersonal

- Interacting effectively with peers, superiors, and assistants
- Understanding the feelings of others
- Analyzing behavior of self and others in group situations
- Demonstrating effective social behavior in a variety of settings and under different circumstances
- Maintaining group cooperation and support
- Making and keeping commitments to others

Analytical/Critical Thinking

- Analyzing the interrelationships of events and ideas from several perspectives
- Identifying reasonable standards for assessing the appropriateness of an action
- Identifying the general principles that explain interrelated events
- Applying appropriate criteria to strategies and action plans

- Understanding and making logical arguments

Leadership

- Motivating others towards the accomplishment of a common goal or vision
- Understanding and working to fulfill the needs of each team member
- Knowing, using, and properly allocating a team's resources
- Effectively planning team activities
- Influencing the actions of team members by setting a good example
- Dealing with team disputes quickly, fairly and effectively
- Assigning duties and responsibilities effectively

Effective problem solving and conflict resolution

- Anticipating problems before they occur
- Defining problems and identifying possible causes
- Identifying possible solutions and selecting the most appropriate ones
- Developing plans to apply new solutions
- Creating inventive solutions to complex problems
- Adapting one's ideas and behaviors to changing customs and rules
- Quickly and accurately identifying the critical issues when making a decision or solving a problem

Time Management

- Managing and organizing projects while being conscious of schedules and deadlines
- Setting realistic goals
- Organizing work effectively; breaking projects down into manageable steps
- Prioritizing work to do most critical tasks first

Mathematical

- Interpreting, manipulating, and using numerical data effectively
- Understanding and managing financial plans
- Understanding and controlling operating expenses
- Creating formulas
- Recognizing and understanding data in different forms (like graphs)
- Using precise data entry techniques; analyzing data
- Recognizing abnormalities or mistakes in data

Professional

- Representing an organization through appropriate dress, language, behavior, and business ethics
- Complying with the company's written and unwritten rules and expectations
- Treating coworkers, superiors, assistants, and customers with respect
- Working toward compromise in situations of disagreement or dispute
- Working within project protocols
- Showing loyalty to an organization
- Being punctual and working efficiently
- Producing high quality results