

## The 55 Soft Skills

Able to delegate	Uses good listening skills
Able to escalate	Is loyal, committed
Able to make decision, decisive	Is mature
Able to work independently, work with minimal supervision	Can conduct, facilitate meeting
Able to work under pressure	Suggests improvements
Able to adapt knowledge to new situations	Uses critical thinking
Able to set goals, prioritize	Able to mentor, develop others, inspire
Analytical	Can lead people, direct others, build teams, collaborate
Accepts criticism	Manages people, human resources
Pays attention to detail	Persistent in overcoming obstacles, determined
Has a flexible, open, positive attitude	Persuasive
Leads change, resilient, flexible (change management)	Uses strong written communication skills
Possesses communication skills, able to communicate at multiple levels	Uses strong oral presentation skills, story telling
Exhibits patience	Can identify, analyze, solve problems
Exhibits empathy	Can manage projects (strategic)
Complies with standards	Questions accepted wisdom
Confident tackling unfamiliar problems	Manages relationships
Uses conflict management skills	Respects others
Thinks creatively, creative, uses creativity	Responsible
Culturally aware	Responsive
Focused on customer/client	Self-motivated
Can deal with ambiguity	Manages stress
Can manage multiple objectives	Works in team, team member, team player
Has emotional/social intelligence	Thinks and reasons logically
Enthusiastic	Manages time, manages own workload, works efficiently
Gathers, locates, shares information	Understands ethical implications of decisions
Shows initiative, proactive	Willing to learn
Innovative	