

Use Your Essential Skills

Sometimes known as soft skills, Essential Skills help you keep the job and advance in the workplace.

Executive Function

- Effectively plan and prioritize, **self-monitor**, and **regulate**
- Manage resources (monetary, time, etc.) to deliver quality results
- Navigate stressful situations in a constructive manner and maintain focus
- **Maintain emotional control** and **professionalism** at work

Communication

- Communicate **effectively** and in a **timely manner** through different mediums
- Effectively negotiate, present, persuade, and advocate for yourself and your company
- **Adaptively read a situation** and effectively respond
- Communicate organizational goals and purpose effectively

Proactivity

- Recognize work that needs to be done and initiate tasks
- **Be curious** about the work; **ask questions** and seek feedback from others with experience
- Identify areas for, and **take initiative** toward, organizational change and improvement

Interpersonal Skills

- **Empathize**, interpersonally communicate, and **develop social relationships**
- Build trust with others and foster an environment of emotional and psychological safety
- Resolve conflict and treat others with integrity and respect
- Recognize and serve people's needs with a positive outlook and attitude



Critical Thinking

- Identify and **solve problems**; be adaptive
- Develop novel strategies for implementation and the execution of plans
- Be flexible, **innovative**, and think creatively
- See things from multiple perspectives to identify the best solution

Collaboration

- Effectively lead, manage, delegate tasks, and work with teams
- **Foster teamwork**, common goals, and individualized learning experiences
- Develop a **shared sense of purpose** within teams while encouraging others
- Recognize and utilize people's strengths and different perspectives