

SKILL LIST

Some examples of skills and abilities to use as a guide.

Accounting	Checking	Customer Relations	Enforcing
Administering	Clarifying	Decision Making	Evaluating
Advising	Client Relations	Delegating	Facilitating
Analysing	Coaching	Demonstrating	Finalising
Appraising	Communicating	Designing	Financial Planning
Arbitrating	Compiling Data	Developing People	Financing
Assessing	Computer Programming	Developing Procedures	Following Direction
Auditing	Conceptualising	Developing Programs	Following Through
Balancing	Conflict Management	Developing Systems	Forecasting
Book-keeping	Conflict Resolution	Diagnosing	Formulating Policy
Budgeting	Consulting	Diplomacy	Formulating Strategy
Buying	Co-ordinating	Directing	Getting Along with Others
Calculating	Counselling	Editing	Goal Setting
Canvassing	Creating	Effecting Change	Guiding