

Careers

Advisory Service

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The
University
of Waikato
*Te Whare Wānanga
o Waikato*

Resource:

Skill Lists

Skills Used When Working with People

If you are contemplating a career working with people, the following list, which was collected from the ANZSSA Conference in Sydney 1991, gives some good definitions of the requirements used in this kind of work.

People may mean all kinds of people or very specific kinds of people, defined by age, culture, background, kinds of problems they face, etc.

Developing trust.	Managing conflict.	Promotional writing, imaginative writing.
Encouraging, raising people's self-esteem.	Negotiating, bargaining, mediating.	Expert at getting things done, on time, within budget.
Empathy, conveys understanding and patience.	Public speaking.	Ability to follow detailed instructions.
Effective listening.	Demonstrating, modelling.	Making arrangements for events and processes.
Counselling.	Performing.	Expediting, dispatching.
Helping people to develop their own ideas or insights.	Promoting and bringing about major change.	Making and using contacts effectively.
Empowering.	Organising one's time.	Advising, consulting in an area of expertise.
Leading, facilitating groups, designing group experiences.	Systematic goal-setting, prioritising tasks.	Persuading, influencing.
Relating well to the public.	Forming policy.	Promoting.
Referring.	Bringing order out of chaos.	Selling ideas or products.
Liaising.	Delegating.	Motivating.
Being of service, helping.	Directing others, supervising.	Recruiting talent.
Interested in people, remembers people's names and preferences.	Managing plant, property, facilities.	Getting diverse groups to work together.
Pleasant telephone manner.	Making good use of feedback.	Commitment to learning.
Tact, diplomacy, discretion.	Judging people's effectiveness.	Instructing, teaching, explaining, training.
Caring for children, caring for the handicapped.	Editing.	Ability to hear and answer questions perceptively.
Providing comfortable, natural, and pleasant surroundings.	Speaking clearly.	
Providing comfortable, natural, and pleasant surroundings.	Communicating effectively in writing.	
Anticipating people's needs.	Thinking quickly on one's feet.	
Collaborating well.	Interpreting, translating.	
Ability to share credit with others.	Summarising.	
	Vivid story-telling.	
	Flair for writing reports/letters.	

Skills Used When Working With Things

The following is a list of skills which are used when working with physical objectives, instruments, tools, machinery, equipment, vehicles, materials, desk-top items such as pencils, paper clips, telephones, stamps, etc.

Handling objects (lifting, carrying, balancing, moving, unloading, shipping, delivering).	Operating equipment or machines (computer, typewriter).	Physical strength.
Working with the earth and nature (clearing, ploughing, gardening, harvesting, landscaping).	Operating vehicles.	Physical co-ordination and agility.
Feeding, emptying machines (stacking, loading, dumping).	Precision working (grinding, fitting, tuning, sketching).	Skilled at competitive games.
Monitoring, adjusting, and servicing machines. Using Tools.	Constructing, building.	Outdoor survival skills.
	Setting displays, machinery, equipment.	
	Fixing, repairing, adjusting.	

Skills Used When Working With Information Data

The following is a list of skills used when dealing with Information Data.

Information, knowledge, data, ideas, facts, figures, statistics, etc.	Budgeting.	Testing, evaluating.
Observing.	Purchasing.	Organising (giving a definite structure and working order to things).
Paying careful attention to detail.	Solving statistical problems.	Systematising.
Proof reading.	Taking inventory.	Ability to separate the important from the unimportant.
Checking information for accuracy.	Operating a computer	Ability to trace problems to their sources.
Tolerance of repetition.	Accounting.	Decision-making.
Reading dials, gauges.	Skilled at allocating scarce financial resources.	Visualising (shapes or sounds).
Collating, comparing, processing information/data.	Clerical skills.	Estimating (example, speed).
Giving out information patiently and accurately.	Researching.	Illustrating, sketching, mapping, drawing.
Organising data or records.	Investigating, detecting.	Photographing.
Manipulation of figures.	Classifying.	Poetry-writing.
Money management,	Analysing (breaking a principle or thing into its parts, or basic elements).	Colouring, painting.
	Reasoning.	Adjusting, adapting, improving.
	Problem-solving.	

Inventing.	Planning, developing.	Establishing effective priorities among competing requirements.
Creating new interpretations, concepts, approaches.	Overseeing.	Seeing the whole picture.
Programming.	Making arrangements for travelling.	Completing, attaining objectives, meeting goals.
Projecting, forecasting.	Expediting.	Making good use of feedback.
Creating (things).	Adept at finding ways to speed up a job.	
Making models.	Co-ordinating operations and details.	
Designing in wood or other media.	Seeking and seizing opportunities.	
Making handicrafts.		

Personal Skills

Personal composure under pressure.	Dedicated, loyal.	Organiser, planner.
Positive attitude.	Productive, competent, efficient.	Fair-minded, tolerant.
Maturity in judgement and actions.	Have fun while working and make it fun for others.	Co-operative.
Persistence, determination.	Love of reading, intellectual curiosity.	Ecologically conscious.
Flexibility, spontaneity, adaptability.	Good common sense, practical.	Keen memory.
Resourcefulness.	Ability to imitate and adapt.	Keen sense of smell, hearing, taste.
Being well-presented, well-groomed.	Thoughtful, considerate, kind, caring.	Self-confident.
Careful, accurate, exact, precise.	Full of ideas, creative.	Influential, persuasive, convincing, speaks easily.
Friendly, cheerful, a 'morale-booster'.	Well-informed, aware, knowledgeable.	Gains respect, looked up to.
Energetic, eager.	Logical thinking.	Courageous, take a stand, take risks.
Stable, steady, reliable, consistent, dependable, trustworthy.	Entrepreneurial.	Manage own stress, maintains health and balance.
Takes initiative, self-motivated, independent, self-reliant.	Orderly, systematic.	Assertive.
	Original, willing to experiment.	Respond well in emergencies.
	Leader.	

Special Knowledge

Examples: Timber industry, futures market, stamps, botany, herbal remedies, wool, model-making, personality, theory procedures, Japanese cooking, plumbing fixtures, house renovations, world religions.