

Communication skills			
Explaining	Influencing	Interpreting	Interpreting
Listening	Listening	Mediating	Promoting
Speaking	Translating	Writing	Briefing
Briefing	Composing	Drafting	Editing
Editing	Directing	Presenting	Promoting

Leadership skills			
Collaborating	Administering	Assigning	Analyzing
Prioritizing	Appraising	Diagnosing	Examining
Encouraging	Reasoning	Recognizing	Validating
Initiating	Supervising	Generating	Persuading

Creative skills			
Designing	Developing	Establishing	Illustrating
Improvising	Inventing	Performing	Revitalizing
Visualizing	Composing	Conceptualizing	Creating
Designing	Illustrating	Improvising	Performing
Originating	Inventing	Shaping	Integrating

Financial skills			
Accounting	Administering	Adjusting	Analyzing
Computing	Appraising	Reconciling	Budgeting
Monitoring	Allocating	Auditing	Balancing
Calculating	Forecasting	Investing	Projecting

Research skills			
Assessing	Analyzing	Calculating	Collecting
Comparing	Formulating	Identifying	Summarizing
Solving	Researching	Modifying	Calculating
Collecting	Diagnosing	Evaluating	Examining
Extrapolating	Interviewing	Investigating	Interpreting

Managerial skills			
Approving	Classifying	Executing	Expediting
Generating	Implementing	Communicating	Consulting
Coordinating	Delegating	Directing	Evaluating
Leading	Negotiating	Persuading	Planning
Updating	Revising	Revamping	Classifying

Assisting			
Advising	Advocating	Assessing	Clarifying
Coaching	Consulting	Assisting	Counseling
Empathizing	Guiding	Listening	Motivating
Representing	Serving	Facilitating	Recommending
Referring	Coaching	Consulting	Supporting

Clerical			
Arranging	Bookkeeping	Classifying	Collecting
Compiling	Scheduling	Monitoring	Operating
Inspecting	Processing	Recording	Computing