Development of Workplace Skills

What skills do you already have that you can offer during your internship? What would you like to develop while you’re there? What skills do you value?

✓ Check off skills you have and emphasize them on your résumé or during your interview. Provide examples.
✓ Check off those you’d like to develop during your internship and set them as goals.

Communication: the skillful expression, transmission and interpretation of knowledge and ideas
☐ Speak effectively
☐ Write concisely
☐ Listen attentively
☐ Express ideas
☐ Facilitate group discussion
☐ Provide appropriate feedback
☐ Perceive nonverbal messages
☐ Use appropriate body language
☐ Ask thoughtful questions
☐ Negotiate
☐ Persuade
☐ Describe feelings
☐ Report information
☐ Edit

Human Relations continued:
☐ Share credit
☐ Collaborate
☐ Work within the chain of command and decision-making channels
☐ Delegate with respect
☐ Represent others honestly
☐ Advise when appropriate
☐ Assert thoughts and ideas
☐ Respect diversity

Research & Planning: the search for specific knowledge and the ability to conceptualize future needs and solutions for meeting those needs
☐ See the big picture
☐ Formulate pertinent questions
☐ Forecast and predict
☐ Create ideas
☐ Identify problems
☐ Imagine alternatives
☐ Identify resources
☐ Gather information
☐ Solve problems
☐ Set goals
☐ Extract important information
☐ Define needs and interests
☐ Analyze
☐ Develop evaluation strategies

Human Relations continued:
☐ Initiate new ideas
☐ Coordinate tasks
☐ Manage groups
☐ Delegate responsibility
☐ Teach
☐ Coach
☐ Advise
☐ Promote change
☐ Collaborate
☐ Manage conflict
☐ Sell ideas and/or products

Organization, Management and Leadership: the ability to supervise, direct and guide individuals and groups in the completion of tasks and fulfillment of goals
☐ Initiate new ideas
☐ Coordinate tasks
☐ Manage groups
☐ Delegate responsibility
☐ Teach
☐ Coach
☐ Advise
☐ Promote change
☐ Collaborate
☐ Manage conflict
☐ Sell ideas and/or products

Work Survival: the day-to-day skills that assist in promoting effective production and work satisfaction
☐ Support organizational mission and goals
☐ Cooperate/work in teams
☐ Work independently
☐ Prioritize
☐ Set and meet goals
☐ Accept responsibility
☐ Set and meet deadlines
☐ Make and implement decisions
☐ Stay organized
☐ Be punctual
☐ Attend to detail
☐ Manage time
☐ Be curious and creative
☐ Demonstrate a positive attitude
☐ Behave ethically