Skills typically developed at Sussex

COGNITIVE	ORGANISING	SOCIAL & GROUP	COMMUNICATION	CREATIVE	CHANGE	SELF-MANAGING
Numerical Competence Collecting, selecting and ordering data Making effective use of information Observing and recording Applying judgement and discrimination Evaluating data, values issues Interpreting data, values, issues	Time structuring and management Setting/achieving goals Thoroughness and attention to detail Effective decision making Facilitating others Motivating others Leading Planning Political awareness Contracting	Encouraging, monitoring and criticising Networking Effectiveness in group interaction Working co-operatively and constructively Participating in teamwork Sharing responsibilities Willingness to learn from others Assessing and evaluating others	Technical presentation Expressing ideas, feelings, opinions, judgements Presenting information in effective written form appropriate to the purpose and reader Editing Communicating orally, in small or large groups Giving and receiving feedback Active listening Questioning Reflecting	Formulating hypotheses Demonstrating capacity for invention Establishing likenesses among things apparently unlike Extrapolating from the known to the unknown Capacity for vision Ability to think laterally Use of metaphors and analogies	Responding effectively to change Adapting concepts, skills and material to new situations Adjusting to individual differences and to changing group characteristics and reactions Recognising need for change Coping with the unexpected	Self-awareness Responsibly planning own work Operating independently Developing self-esteem Developing self-confidence Coping with and managing stress Being assertive Identifying personal potential and routes to achieving it Managing personal/professional boundaries

COGNITIVE	ORGANISING	SOCIAL & GROUP	COMMUNICATION	CREATIVE	CHANGE	SELF-MANAGING
Identifying and solving problems Synthesising and integrating disparate elements Formulating and testing hypotheses Evaluating evidence Precising Summarising Assessing Diagnosing Memorising and recalling data	Initiating Delegating	Recognising, accepting, allowing for differences Dealing with conflict, negativity, apathy, passivity Handling controversy Explaining, persuading, negotiating, influencing Constructive disagreement – confrontation, resolution Openness Creating alliances Identifying patrons/sponsors Mentoring	Clarifying Non-verbal communication Clarity of expression Fluency Being articulate Foreign language competence	Suspending judgement Building on others ideas Being proactive	Showing capacity to improvise Dealing with ambiguity Role adaptability Transfer and application of ideas and concepts	Self-evaluation and assessment Elimination of prejudice and stereotypes