

## Interpersonal skills

- **Building relationships** with peers in seminars or social groups
- **Networking** with colleagues at a job, volunteering or internship
- **Co-ordinating** and **leading** a group presentation
- **Coaching** and **advising** peers as a student mentor
- Offering **constructive criticism** on a piece of work
- **Learning from others** and **being approachable** in social situations
- **Dealing with conflict** in your personal life or at work
- **Influencing** and **persuading** peers or colleagues when doing collaborative work

## Communication skills

- **Being clear** and **articulate** in writing or verbal communication
- **Reflecting** on information and **clarifying** your understanding
- **Listening** to a conversation
- **Drafting** and **editing** your work or that of others
- **Speaking articulately** and **being able to express your ideas, feelings, opinions**
- **Giving and receiving feedback** at university

## Self-management skills

- **Planning** your time effectively to meet academic and work commitments
- **Being punctual** and **managing your time** to meet deadlines
- **Being calm under pressure** and **managing stress** during assessment periods
- Developing your **self-awareness** and **self-discipline**
- **Being assertive** and having the **self-confidence** to offer your point of view
- **Taking the initiative** when an opportunity arises to help or use your skills

## Planning and organisational skills

- **Setting goals** and **managing your time** to meet deadlines
- **Delegating** group tasks and being involved in **decision making**
- **Initiating** a project and **managing resources** for it
- **Collecting data** and **monitoring the progress** of a project

## Creative skills

- **Developing new ideas** and **creating designs**
- Using **lateral thinking** to look at a problem in a new way and find a more creative solution
- **Building on others' ideas** and **avoiding typical conventions**

## Cognitive skills

- Using **numerical reasoning** to make decisions and **solve problems**
- **Assessing** and **analysing** complex data or information
- **Investigating** and **observing** information effectively

## Digital literacy skills

- **Communicating effectively** online
- **Thinking critically** and **evaluating information** online before you reference it
- **Selecting and assess information** that is appropriate for your intended purpose
- **Protecting yourself and your information** online
- Having the **functional skills** to use technology to your advantage
- Having **cultural and social understanding** when communicating with others online