

Work-Life Skills

This list contains examples of various workplace skills. The list is not exhaustive, and you may have skills that are not included here. List all the skills you have, even if you only have a little experience in them. You can also categorise your skills according to how proficient you are in each one.

What are you particularly good at? What would you like to learn more about?

- Self-directed learning
- Critical thinking
- Creative thinking
- Analytical thinking
- Problem-solving
- Reflective thinking
- Self-reflection
- Self-awareness
- Awareness of one's own strengths and areas for development
- Awareness of one's own learning process
- Self-assessment
- Self-management
- Self-direction
- Goal-setting and goal orientation
- Planning
- Prioritisation
- Time management
- Organisational skills
- Monitoring progress
- Resilience
- Flexibility and adaptability
- Readiness for change
- Initiative
- Self-motivation
- Self-control
- Self-confidence
- Ability to concentrate
- Ability to quickly acquire new knowledge and skills
- Learning new things
- Continuous professional development
- Ability to receive and utilise feedback
- Information retrieval skills
- Decision-making
- Independent decision-making
- Empathy
- Active listening
- Interpersonal skills
- Social intelligence
- Communication skills
- Teamwork
- Networking skills
- Leadership skills
- Mentoring
- Teaching skills
- Negotiation skills
- Conflict management
- Building trust
- Working under pressure
- Resource management
- Project management
- Innovation
- Consistency
- Ability to resist temptation

