

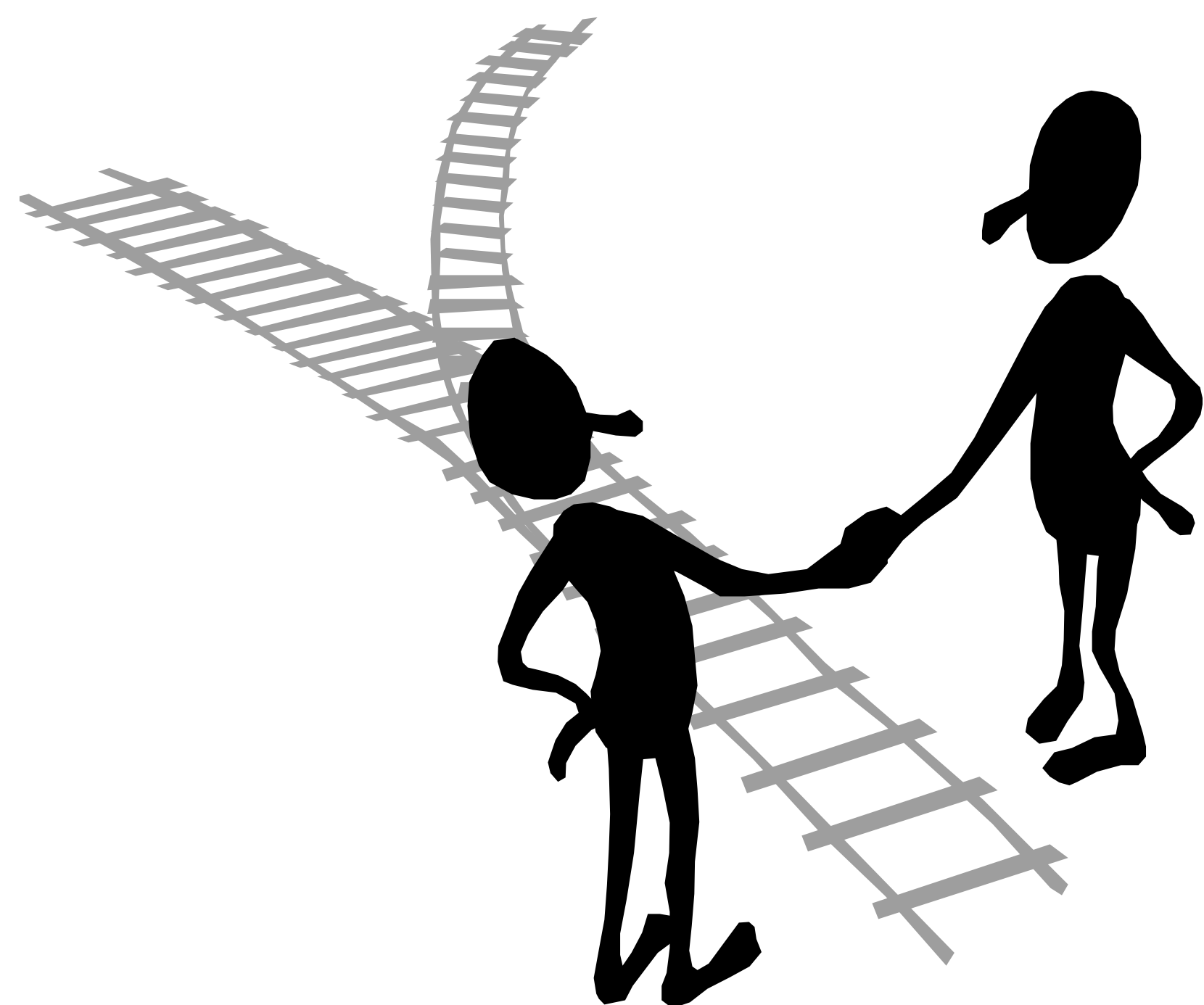
# LIBERAL ARTS SKILLS

## WHAT DO YOU HAVE TO OFFER?

### CRITICAL THINKING SKILLS

(Calculate – Analyze – Evaluate – Budget)

Identify quickly the critical issues of a problem  
Identify general principles to explain data/ behavior  
Define parameters of a problem  
Identify reasonable criteria for assessing the value of a behavior or action  
Adapt one's concepts & behavior to changing norms  
Apply appropriate criteria to strategies/action plans  
Take given premises & reason to their conclusion  
Create innovative solutions to complex problems  
Recognize interrelationships in information from diverse sources  
Examine assumptions  
Use facts to make judgments



### INFORMATION MANAGEMENT SKILLS

(Compile – Synthesize – Evaluate)

Sort data & objects  
Compile & rank information  
Apply information creatively to problems or tasks  
Synthesize facts, concepts, & principles  
Understand & use organizing principles  
Evaluate information against appropriate standards

### HUMAN RELATIONS/INTERPERSONAL SKILLS

(Teach – Lead – Appreciate – Cooperate – Influence)

Keep a group “on track” to reach goals  
Maintain group cooperation & support  
Delegate tasks & responsibilities  
Interact effectively with others at all levels  
Express one's feelings appropriately  
Understand the feelings of others  
Use argumentation techniques to persuade others  
Make commitments to persons  
Teach a skill, concept, or principle to others  
Analyze behavior of self & others in group situations  
Demonstrate effective social behavior in a variety of settings  
Collaborate/Negotiate  
Promote teamwork  
Serve as a liaison/ Mediate  
Advocate/Counsel  
Interact & appreciate cultural/social/ethnic/religious diversity

### MANAGEMENT/PLANNING/ORGANIZATIONAL SKILLS

(Coordinate – Arrange – Delegate – Initiate – Supervise)

Analyze tasks  
Identify people who can contribute to the solution of a problem or task  
Identify resource materials useful in the solution of a problem  
Delegate responsibility for completion of a task  
Motivate & lead people  
Organize people & tasks to achieve specific goals  
Work under time & environmental pressures  
Identify alternative courses of action  
Set realistic goals  
Follow through with a plan or decision  
Manage time effectively; Meet deadlines  
Predict future trends & patterns  
Accommodate multiple demands for commitment of time, energy, & resources  
Assess needs  
Make & keep a schedule  
Set priorities  
Multitask



# LIBERAL ARTS SKILLS

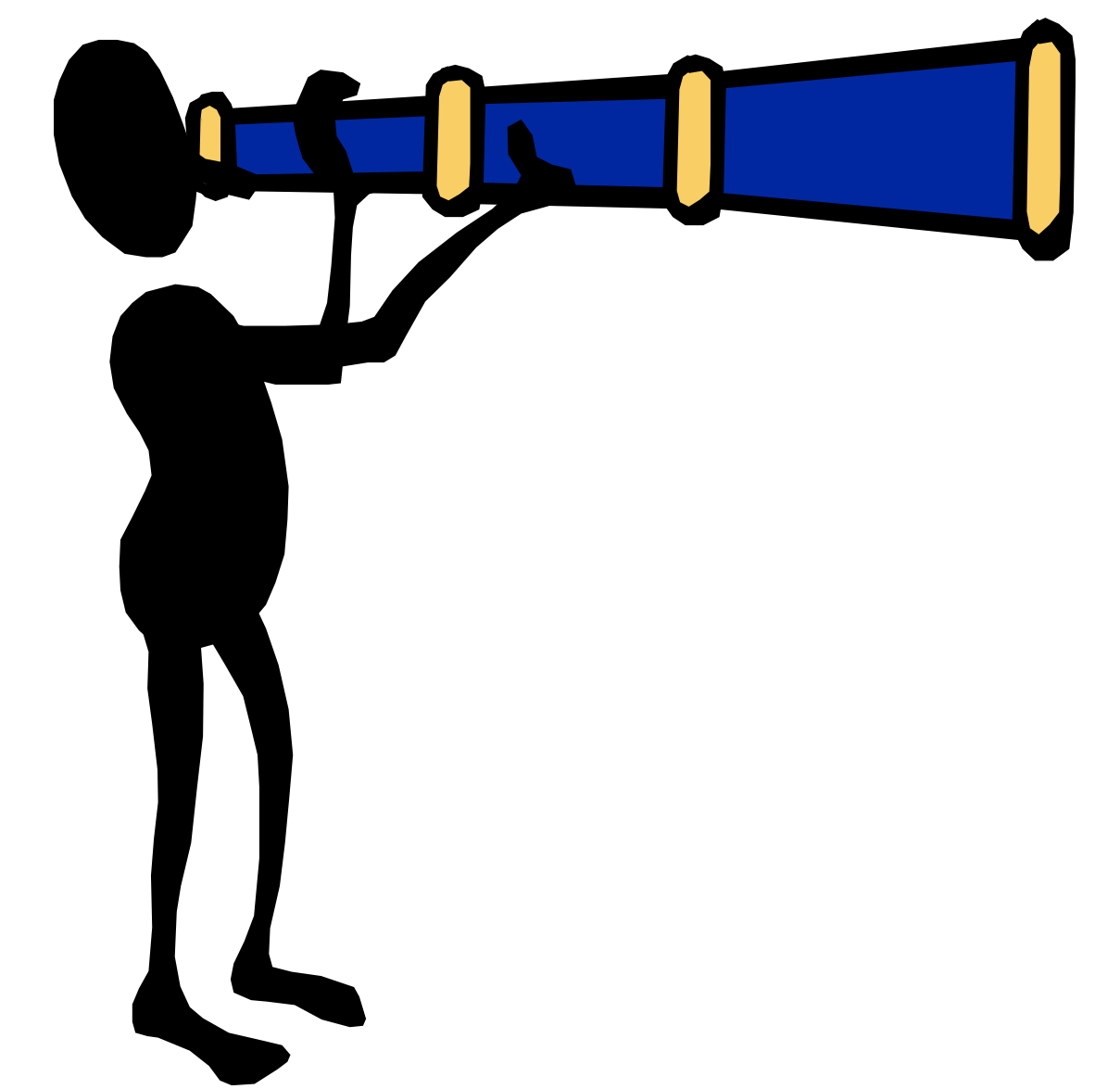
## WHAT DO YOU HAVE TO OFFER?

### RESEARCH & INVESTIGATIVE SKILLS

(Question - Analyze - Interpret - Experiment - Observe - Monitor)

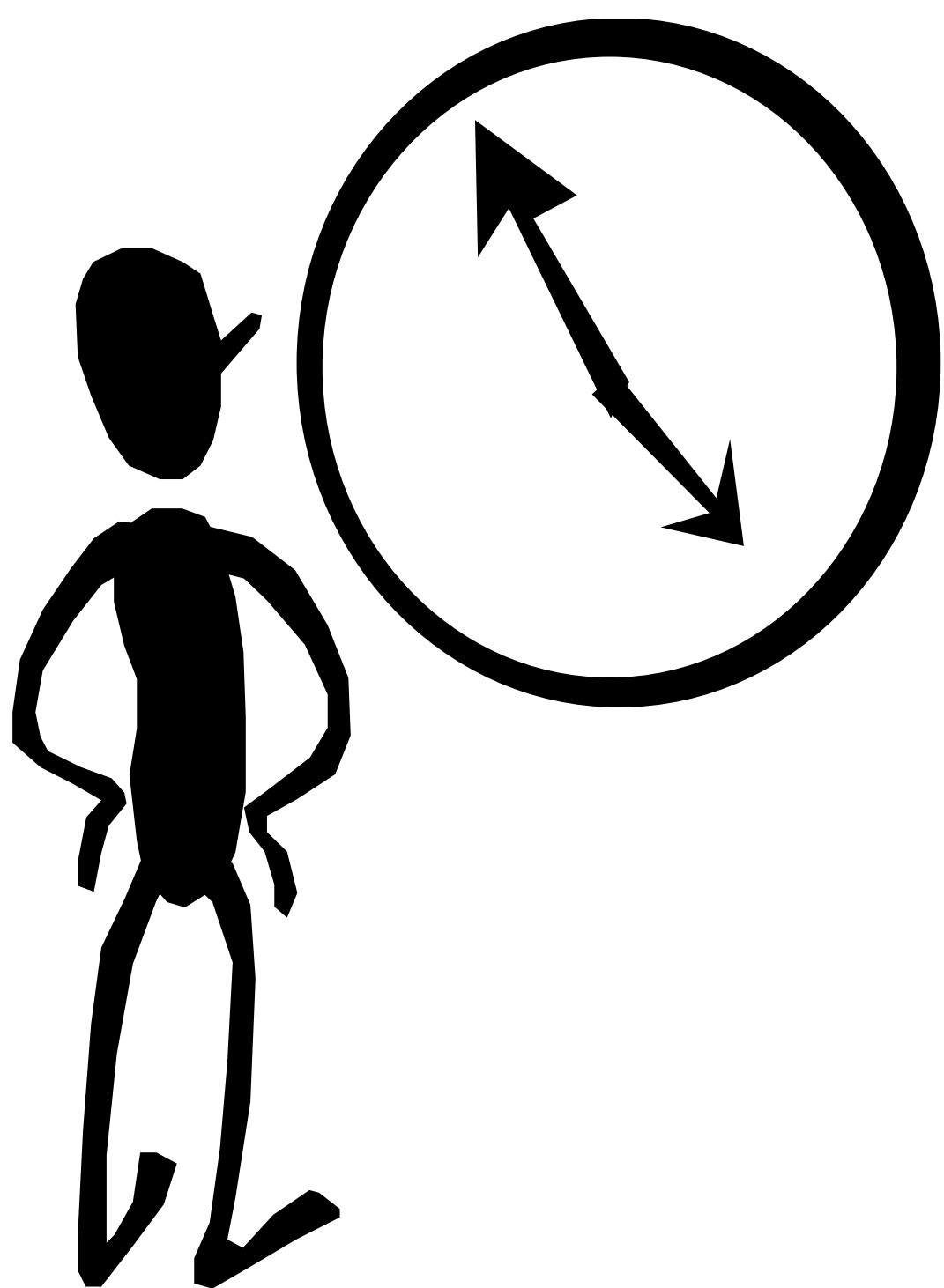
Categorize information/objects  
Identify solutions to problems  
Interpret qualitative & quantitative data  
Develop research questions  
Manage records  
Skilled with psychological tests

Trace & identify sources of problem  
Analyze & interpret statistical data  
Use a variety of sources for research  
Use computers for research  
Construct/administer/interpret surveys  
Apply research to test validity



### PERSONAL SKILLS

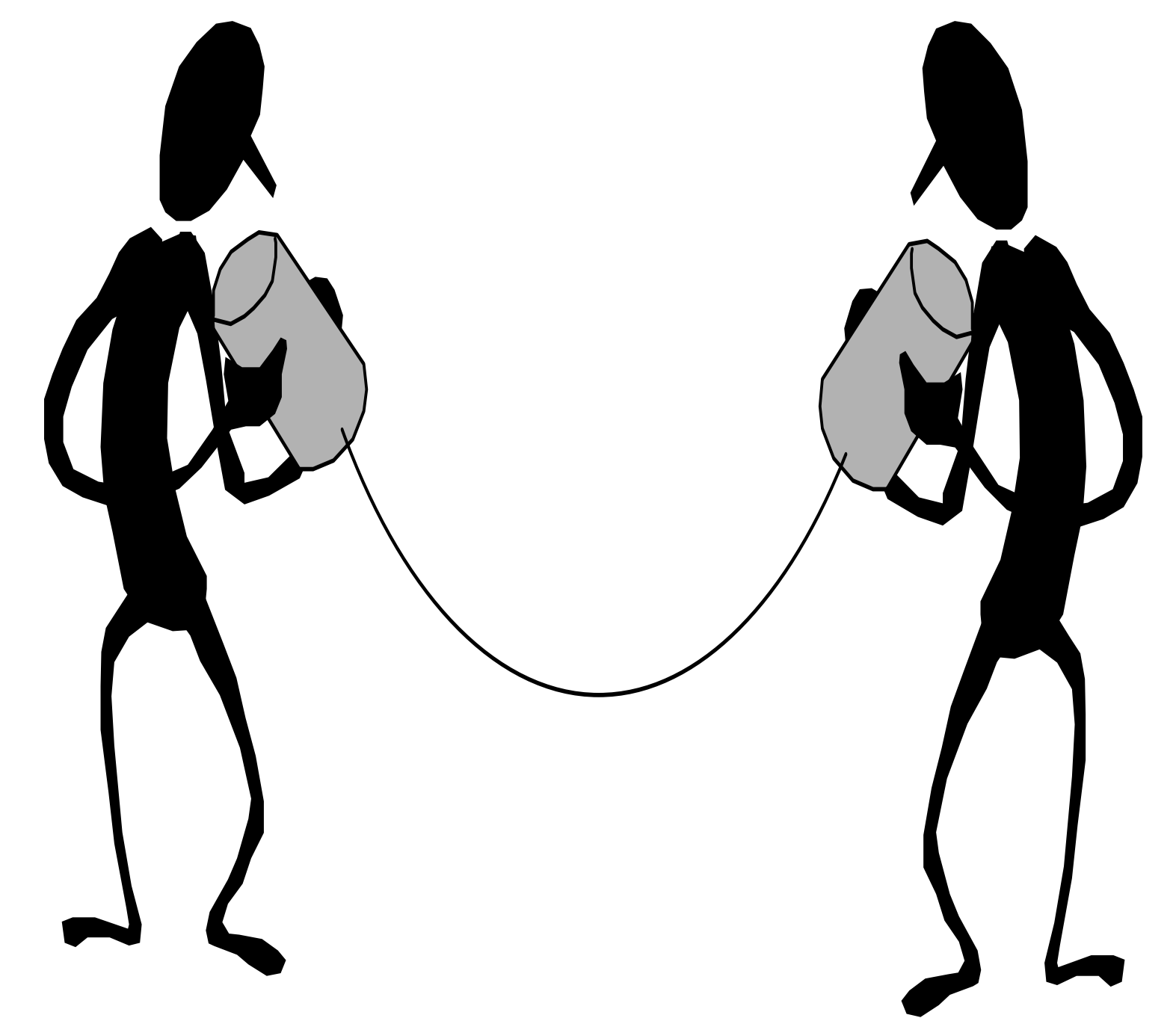
Analyze & learn from experience  
Develop personal strengths & goals that are motivating  
Accept & learn from criticism  
Identify personal strengths & weaknesses  
Develop persistence  
Recognize when a project cannot be carried out or is not worth the time or effort to complete  
Generate trust & confidence in others  
Take risks  
Accept the consequences of one's actions  
Define/explain/practical ethical behavior  
Tolerate ambiguity & stress  
Take initiative  
Manage change  
Value life-long learning; seek professional development



### COMUNICATION SKILLS

(Speak - Write - Present - Promote - Listen - Consult)

Organize & present ideas effectively  
Debate  
Read & Condense large amounts of material  
Deliver verbal presentations persuasively  
Write reports  
Use correct grammar, spelling & formatting  
Participate in group discussions: brainstorm  
Express one's needs, wants, opinions, preferences while respecting the same for others  
Foreign language fluency  
Use various media to present ideas



### VALUING SKILLS

(Appreciate - Honor - Respect - Act Congruently)

Asses course of action in terms of its long-range effects on the general human welfare  
Make decisions that will maximize both individual & collective good  
Appreciate the contributions of art, literature, science, & technology to contemporary society  
Identify one's own values  
Assess one's values in relation to important life decisions