

Core Skills List – For Consulting and Coaching

1. **Accountability for Others:** Evaluates person's ability to be responsible for the consequences of the actions of those whom he/she manages.
2. **Attention to Detail:** Evaluates a person's ability to see and pay attention to details.
3. **Attitude Toward Others:** Evaluates a person's ability to maintain a positive, open and objective attitude toward others.
4. **Balanced Decision Making:** Evaluates a person's ability to be objective and to evaluate fairly the different aspects (people and other) of a situation; and the ability to make an ethical decision that takes into account all aspects and components.
5. **Conceptual Thinking:** Evaluates a person's ability to see the big picture and then to determine which direction to take and how resources should be used to attain future goals.
6. **Concrete Organization:** Evaluates a person's understanding of the immediate, concrete needs of a situation and to establish an effective plan of action for meeting those needs.
7. **Consistency and Reliability:** Evaluates a person's internal need to be conscientious in his personal or professional efforts, to be both consistent and reliable in his life roles.
8. **Conveying Role Value:** Evaluates a person's ability to use his own capacities (for empathy, interpersonal relationships and leadership) to instill, in an employee, a sense of value for the task at hand.
9. **Correcting Others:** Evaluates a person's ability to confront controversial or difficult issues in an objective manner and to have non-emotional discussions on disciplinary matters.
10. **Developing Others:** Evaluates a person's ability to understand the needs, interests, strengths and weaknesses of other and to use this information effectively for the purposes of developing others.
11. **Emotional Control:** Evaluates a person's ability to maintain a rational and objective demeanor when faced with a stressful or emotional situation, and to act objectively, rather than impulsively and emotionally.
12. **Empathetic Outlook:** Evaluates a person's capacity to perceive and understand the feelings and attitudes of others or to place himself in the shoes of others.
13. **Enjoyment of the Job:** Evaluates the degree to which a person feels that his/her job is fulfilling, rewarding and results in a positive and useful benefit.
14. **Evaluating Others;** Evaluates a person's ability to make realistic and accurate judgments about another, to evaluate his or her strengths and weaknesses, and to understand his or her manner of thinking, acting and behaving.
15. **Evaluating What is Said:** Evaluates a person's openness toward other people and his/her willingness to hear what others are saying, rather than what he thinks they should say or what they are going to say.
16. **Following Directions:** Evaluates a person's ability to hear, understand and follow directions or instructions effectively. This is the willingness of a person to postpone making personal decisions, or taking action, until he/she has listened to what he/she is being asked to do.
17. **Freedom from Prejudices:** Evaluates a person's ability to prevent prejudices from entering into and affecting an interpersonal relationship.

18. **Gaining Commitment:** Evaluates a person's ability to develop and invoke a self motivating attitude in his employees or coworkers in their pursuit of their goals.
19. **Handling Rejection:** Evaluates a person's ability to avoid taking rejection or criticism in an overly personal manner.
20. **Handling Stress:** Evaluates a person's ability to balance and defuse inner tensions and stresses, which if allowed to build up, might interfere with his/her ability to perform up to his potential.
21. **Initiative:** Evaluates a person's ability to direct his/her energy toward the completion of a goal without an external catalyst.
22. **Integrative Ability:** Evaluates a person's ability to identify the elements of a problem situation, to understand which components are critical and to decide what to do.
23. **Internal Self Control:** Evaluates a person's ability to remain rational and objective when faced with a stressful and emotional situation.
24. **Intuitive Decision Making:** Evaluates a person's ability to accurately compile intuitive perceptions about a situation into a decision or action.
25. **Job Ethic:** Evaluates a person's personal commitment to the execution of a specific task.
26. **Leading Others:** Evaluates a person's ability to organize and to motivate people into getting things accomplished in a way that makes everyone feel a sense of order and direction.
27. **Long Range Planning:** Evaluates a person's ability to identify and to evaluate resources and to plan for their utilization throughout the execution of comprehensive, long-range projects.
28. **Material Possessions:** Evaluates the importance of money or material possessions to a person's motivations.
29. **Meeting Standards:** Evaluates a person's ability to see and to understand the standard requirements for a job and evaluates his commitment to meeting them.
30. **Monitoring Others:** Evaluates a person's ability to focus on the actions and decisions of others in a practical and pragmatic way in order to identify both successes and mistakes.
31. **Persistence:** Evaluates a person's ability to stay on course in times of difficulty.
32. **Personal Accountability:** Evaluates a person's ability to be responsible for the consequences of his own decision and actions and not shift the focus or blame for poor performance to somewhere else or on others.
33. **Personal Drive:** Evaluates how strongly a person feels the need to achieve, to accomplish, or to complete his/her work.
34. **Personal Relationships:** Evaluates how motivated a person is in forming personal relationships with the people with whom he works.
35. **Persuading Others:** Evaluates a person's ability to present his/her viewpoint in such a way that it is accepted by others.
36. **Practical Thinking:** Evaluates a person's ability to realistically identify problems and solutions in practical terms, rather than in theoretical or conceptual terms.
37. **Proactive Thinking:** Evaluates a person's ability to determine the future implications of current decisions and actions.

38. **Problem Solving:** Evaluates a person's ability to identify alternative solutions to a problem and to select the best option.
39. **Project and Goal Focus:** Evaluates a person's ability to stay on target regardless of circumstances.
40. **Project Scheduling:** Evaluates a person's ability to understand the proper allocation of resources for the purpose of getting things done within a defined timeframe.
41. **Quality Orientation:** Evaluates a person's affinity for seeing details, grading them against a preset standard (either his/her own or externally assigned), and identifying flaws.
42. **Realistic Expectations:** Evaluates whether a person's expectations (in either quality of production or quality of performance) of others can realistically be met.
43. **Realistic Goal Setting for Others:** Evaluates a person's ability to set goals for others that can be achieved by using the available resources and operating within a projected timeframe.
44. **Realistic Personal Goal Setting:** Evaluates a person's ability to set goals for himself/herself that can be achieved using available resources and operating within a projected timeframe.
45. **Relating to Others:** Evaluates a person's ability to coordinate personal insights and knowledge of others into effective interactions.
46. **Respect for Policies:** Evaluates a person's appreciation for the value of conducting business affairs according to the intent of company policies and standards.
47. **Respect for Property:** Evaluates a person's ability to see and appreciate the value of protecting and using company property correctly.
48. **Results Orientation:** Evaluates a person's ability to identify the actions necessary to complete tasks and to obtain results.
49. **Role Awareness:** Evaluates a person's ability to be aware of his/her role in the world or within a given environment, as well as understanding expectations on how those expectations are to be met.
50. **Role Confidence:** Evaluates a person's ability to develop and to maintain an inner strength based on the belief that he/she will succeed.
51. **Self Assessment:** Evaluates a person's ability to identify his personal management strengths and weaknesses practically and objectively.
52. **Self Confidence:** Evaluates a person's ability to develop and to maintain inner strength based on the desire to succeed and on his belief that he possesses the capabilities to succeed.
53. **Self Direction:** Evaluates a person's internal drive to excel in and believe in his/her chosen path.
54. **Self Improvement:** Evaluates a person's motivation to improve himself/herself.
55. **Self Management:** Evaluates a person's ability to manage himself/herself and develop his/her own abilities.
56. **Sense of Belonging:** Evaluates the importance of feeling like part of a team or a member of a group for the person's motivation.

57. **Sense of Mission:** Evaluates the importance and commitment a person gives to his/her ideals and goals.
58. **Sense of Self:** Evaluates a person's ability to realize and appreciate his/her own unique worth.
59. **Sense of Timing:** Evaluates a person's ability to evaluate a situation in such a way that statements, decision and actions are the most effective, accurate and timely.
60. **Sensitivity to Others:** Evaluates a person's ability to be sensitive and aware of the feelings of others but not to allow this awareness to get in his/her way when faced with making objective decisions.
61. **Status and Recognition:** Evaluates the importance a person places on social status and recognition.
62. **Surrendering Control:** Evaluates a person's ability to surrender control of a given situation or outcome to another person or to a group of people.
63. **Systems Judgment:** Evaluates a person's schematic thinking ability to accomplish within the external system of people where he/she works.
64. **Taking Responsibility:** Evaluates a person's ability to maintain personal commitment to objectives regardless of the success or failure of personal decisions.
65. **Theoretical Problem Solving:** Evaluates a person's ability to envision a situation and to then apply his/her problem solving abilities.
66. **Understanding Motivational Needs:** Evaluates a person's ability to understand the needs and desires of employees and to use this knowledge to motivate them to succeed.
67. **Using Common Sense:** Evaluates a person's ability to focus on practical thinking, to see the world clearly and to make common sense decisions.