

# Skills Builder Skills

Essential Skills are highly transferable employability skills that help us to do any job anywhere. These skills support the application of technical skills and specialist knowledge.

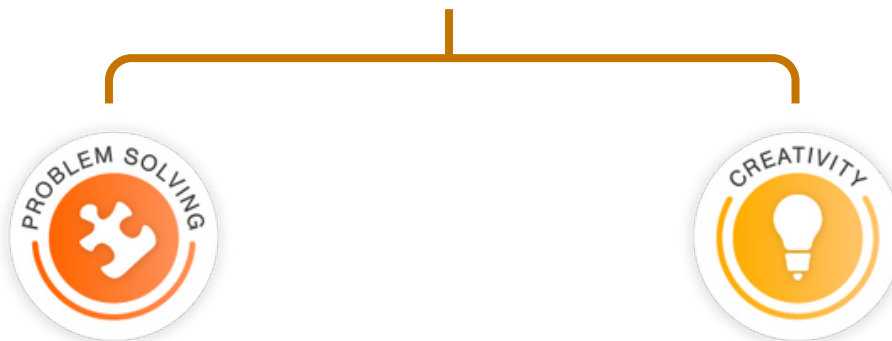
## COMMUNICATION



This skill is about receiving, retaining and processing information.

This skill is all about transmitting information or ideas.

## CREATIVE PROBLEM SOLVING



This skill is about finding solutions to challenges.

Creativity involves using imagination and generating new ideas



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## SELF MANAGEMENT



The skill of adapting is about overcoming challenges and setbacks to achieve goals.



This skill is about setting goals and designing routes to achieve them.

## COLLABORATION



Leadership is about supporting, encouraging and motivating others to achieve a shared goal.



This skill is about working cooperatively with others to achieve a shared goal.



# Essential Skills

Each of the 8 essential skills is broken down into a sequence of steps, starting with absolute beginner through to mastery. For further information on each step click the icon below.



**Getting Started:** Focusing, Recalling, Checking, Retelling  
**Intermediate:** Recognising purpose, Note-taking, Active listening, Questioning  
**Advanced:** Summarising, Recognising Tone, Identifying influence, Comparing views  
**Mastery:** Analysing views, Investigating bias, Strategic questioning, Evaluating perspectives

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**Getting Started:** Sharing clearly, Discussing together, Meeting others, Organising thoughts  
**Intermediate:** Knowing the audience, Choosing language, Expressing self, Using facts  
**Advanced:** Sharing visuals, Communicating sensitively, Speaking engagingly, Adaptive communicating  
**Mastery:** Negotiating, Constructive communicating, Presenting, Inspiring others

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**Getting Started:** Following instructions, Seeking support, Sharing problems, Finding information  
**Intermediate:** Creating options, Analysing options, Evaluating options, Researching  
**Advanced:** Exploring causation, Recognising patterns, Systems thinking, Logical reasoning  
**Mastery:** Hypothesis testing, Strategic planning, Evaluating approaches, Continual learning

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**Getting Started:** Imagining, Sharing imagination, Expressing imagination, Generating ideas  
**Intermediate:** Suggesting improvements, Combining concepts, Identifying opportunities, Defining success  
**Advanced:** Flexible thinking, Reflecting critically, Seeking perspectives, Prototyping  
**Mastery:** Incubating ideas, Using curiosity, Facilitating creativity, Championing creativity

# Essential Skills

Each of the 8 essential skills is broken down into a sequence of steps, starting with absolute beginner through to mastery. For further information on each step click the icon below.



**Getting Started:** Identifying emotions, Recognising emotions, Persisting, Managing reactions

**Intermediate:** Reflection learning, Supporting others, Encouraging others, Managing wellbeing

**Advanced:** Balancing workload, Improving performance, Practising resilience, Supporting resilience

**Mastery:** Adapting plans, Identifying risks, Managing risk, Being enterprising

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**Getting Started:** Sensing difficulty, Identifying successes, Working carefully, Recognising strengths.

**Intermediate:** Facing challenges, Setting goals, Thinking ahead, Prioritising

**Advanced:** Resourcing, Involving other, Using skills, Target setting

**Mastery:** Seeking feedback, Project planning, Adaptive planning, Agile planning

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**Getting Started:** Working together, Adjusting behaviour, Time keeping, Taking responsibility

**Intermediate:** Supporting others, Being accountable, Contributing, Valuing others

**Advanced:** Being inclusive, being diplomatic, Resolving conflicts, Networking

**Mastery:** Reflecting collectively, Learning collectively, Developing others, Improving culture

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**Getting Started:** Understanding reactions, Sharing reactions, Recognising reactions, Organising tasks

**Intermediate:** Managing resources, Mentoring, Self-awareness, Evaluating other

**Advanced:** Allocating roles, Facilitating discussions, Managing disagreements, Coaching

**Mastery:** Motivating others, Emotional intelligence, Leading thoughtfully, Leading adaptively