

Business Management Skills List

Communication skills

- Body language
- Verbal communication
- Active listening skills
- Be confident
- Be respectful



Sales and marketing skills

- Find new and develop current markets.
- Marketing research
- Marketing segmentation
- Manage effectively customer service process



Negotiation skills

- Persuasive skills
- Be patient and respect the other side
- Control your emotions.
- Listening skills



Leadership skills

- Inspire and to motivate.
- Analytical skills
- Conflict resolution abilities
- Creativity and creative thinking
- Delegation skills
- Flexibility
- Honesty



Time management skills

- Organize
- Plan
- Schedule
- Make lists
- Prioritize your daily activities



Team building and team management skills

- Active listening and care for others
- Building confidence
- Collaborative skills
- Patience
- Support



Goal setting skills

- Task management
- Prioritization
- Breaking large tasks to smaller tasks
- Delegating
- Define Deadlines



Project management skills

- The ability to monitor
- Evaluate
- Analyze
- Design
- Develop
- Implement



Financial knowledge

- Financial indicators
- Metrics
- Dimensions
- variables



Business law knowledge

- Tax requirements
- Business structures
- Industrial relations
- National and international vat policies

