

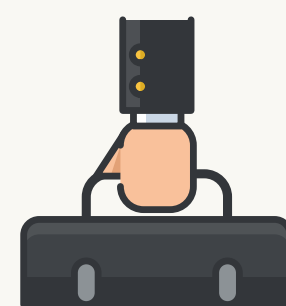
Professional Skills. List

No matter, if you are a manager or an employee, there are some basic skills you need to do your work in an effective and professional way.



Communication Skills

- Listening skills
- Body language
- Verbal and written communication
- Being positive and patient
- Being respectful and confident
- Respect to others



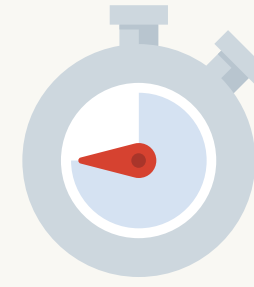
Decision-making Skills

- Practical knowledge about decision-making process:
- Gather information
 - Brainstorming
 - Evaluate each option
 - Determine the best alternative
 - Put the decision into action



Leadership Skills

- Analytical skills
- Conflict resolution abilities
- Creativity and creative thinking
- Organizational skills
- Negotiation skills
- Goal Settings



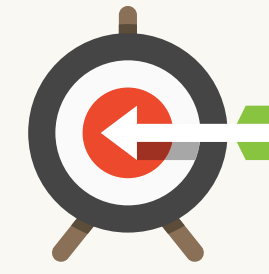
Time Management Skills

- Goal settings
- Prioritize your goals
- Create a schedule
- Make lists
- Use optimization tools



Organizational Skills

- General planning
- Coordinating resources
- Meeting deadlines
- Attention to detail



Flexibility

- Self-management skills
- Keeping calm in the face of difficulties
- Optimism
- Be open to new ideas and changes



Stress Management

- Physical activity
- Relaxation techniques
- Positive thinking
- Manage your time

