



# Personal Development Skills & Qualities

# Essential Skills



Listening to others

Speaking clearly

Completing tasks

Generating ideas

Keeping trying

Working effectively

Understanding emotions

Working well with others

Demonstrating listening

Speaking engagingly

Exploring problems

Developing ideas

Finding opportunities

Setting goals

Managing tasks

Contributing to the group

Recognising influence

Speaking adaptively

Analysing problems

Innovating effectively

Managing risks and rewards

Creating plans

Supporting others

Improving a team

Listening critically

Speaking influentially

Implementing strategic plans

Supporting others to innovate

Supporting others to stay positive

Developing strategies

Adaptive leadership

Influencing a team

Why we need  
them?

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### Communication



### Creative Problem Solving



### Self-Management



### Collaboration





Employability - Qualities

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