

Skills typically developed at Massey

COGNITIVE	ORGANISING	SOCIAL & GROUP	COMMUNICATION	CREATIVE	CHANGE	SELF-MANAGING
Numerical Competence	Time structuring and management	Encouraging, monitoring and criticising	Technical presentation	Formulating hypotheses	Responding effectively to change	Self-awareness
Collecting, selecting and ordering data	Setting/achieving goals	Networking	Expressing ideas, feelings, opinions, judgements	Demonstrating capacity for invention	Adapting concepts, skills and material to new situations	Responsibly planning own work
Making effective use of information	Thoroughness and attention to detail	Effectiveness in group interaction	Presenting information in effective written form appropriate to the purpose and reader	Establishing likenesses among things apparently unlike	Adjusting to individual differences and to changing group characteristics and reactions	Operating independently
Observing and recording	Effective decision making	Working co-operatively and constructively	Editing	Extrapolating from the known to the unknown		Developing self-esteem
Applying judgement and discrimination	Facilitating others	Participating in teamwork	Communicating orally, in small or large groups	Capacity for vision		Developing self-confidence
	Motivating others	Sharing responsibilities	Giving and receiving feedback	Ability to think laterally		Coping with and managing stress
Evaluating data, values issues	Leading	Willingness to learn from others	Active listening	Use of metaphors and analogies	Recognising need for change	Being assertive
	Planning	Assessing and evaluating others	Questioning		Coping with the unexpected	Identifying personal potential and routes to achieving it
Interpreting data, values, issues	Political awareness		Reflecting			Managing personal/professional boundaries
	Contracting					

COGNITIVE	ORGANISING	SOCIAL & GROUP	COMMUNICATION	CREATIVE	CHANGE	SELF-MANAGING
Identifying and solving problems	Initiating Delegating	Recognising, accepting, allowing for differences	Clarifying Non-verbal communication	Suspending judgement Building on others ideas Being proactive	Showing capacity to improvise Dealing with ambiguity Role adaptability Transfer and application of ideas and concepts	Self-evaluation and assessment Elimination of prejudice and stereotypes
Synthesising and integrating disparate elements		Dealing with conflict, negativity, apathy, passivity	Clarity of expression			
Formulating and testing hypotheses		Handling controversy	Fluency			
Evaluating evidence		Explaining, persuading, negotiating, influencing	Being articulate			
Precising		Constructive disagreement – confrontation, resolution	Foreign language competence			
Summarising		Openness				
Assessing		Creating alliances				
Diagnosing		Identifying patrons/sponsors				
Memorising and recalling data		Mentoring				

