Communication: the skillful expression, transmission and interpretation of knowledge and ideas.

* Speaking effectively
* Writing concisely
* Listening attentively
* Expressing ideas
* Facilitating group discussion
* Providing appropriate feedback
* Negotiating
* Perceiving nonverbal messages
* Persuading
* Reporting information
* Describing feelings
* Interviewing
* Editing

Research and Planning: the search for specific knowledge and the ability to conceptualize future needs and solutions for meeting those needs.

* Forecasting, predicting
* Creating ideas
* Identifying problems
* Imagining alternatives
* Identifying resources
* Gathering information
* Solving problems
* Setting goals
* Extracting important information
* Defining needs
* Analyzing
* Developing evaluation strategies

Human Relations: the use of interpersonal skills for resolving conflict, relating to and helping people.

* Developing rapport
* Being Sensitive
* Listening
* Conveying Feelings
* Providing support for others
* Motivating
* Sharing Credit
* Counseling
* Cooperating
* Delegating with respect
* Representing others
* Perceiving feelings, situations
* Asserting

Organization, Management and Leadership: the ability to supervise, direct and guide individuals and groups in the completion of tasks and fulfillment of goals.

* Initiating new ideas
* Handling details
* Coordinating tasks
* Managing groups
* Delegating responsibility
* Teaching
* Coaching
* Counseling
* Promoting change
* Selling ideas or products
* Decision making with others
* Managing conflict

Work Survival: the day-to-day skills that assist in promoting effective production and work satisfaction.

* Implementing decisions
* Cooperating
* Enforcing policies
* Being punctual
* Managing time
* Attending to detail
* Meeting goals
* Enlisting help
* Accepting responsibility
* Setting and meeting deadlines
* Organizing
* Making decisions