

# Personal & Social Capabilities

## Essential Skills

- **Critical Thinking**

Critical thinking is the art of analyzing and evaluating thinking with a view to improve it (Paul and Elder, 2013)

- Problem-solving
- Problem formulation
- Strategic Thinking
- Research
- Analysis
- Interpretation
- Making inferences
- Precision & Accuracy
- Asking clarifying questions
- Differentiating opinion from evidence
- Making counter arguments
- Structure of Knowledge
- Decision making
- Innovation & creativity (idea generation)
- Objectivity
- Logic
- Reasoning
- Open-mindedness/lack of bias

- **Communication: Oral and Written**

The process of planning, translating, reviewing and conveying ideas effectively (Fry & Villagomez, 2012)

- Oral communication
- Written communication
- Persuasiveness
- Presentation skills
- Personal impact
- Active listening

- Influence
- Presence/gravitas
- Technical Knowledge & Skills

- **Collaboration and Teamwork**

Collaboration: to work jointly with others or together especially in an intellectual endeavor

Teamwork: a product of teams whose members have achieved a certain level of integration of values, purpose, attitudes, and action both with and among themselves. (Ross, 2003); the cooperative effort of a group of individuals toward meeting a collective goal (Mendelsohn, 1998)

- Grounding
- Perspective taking
- Team working
- Delegation/Task or Role assignment
- Coordination
- Empathy
- Trust
- Conflict resolution
- Negotiation
- Flexible
- Networking
- Learning Techniques- collaborative learning
- Shared Leadership

- **Leadership**

The process of influencing the activities of an organized group toward goal achievement (Rauch & Behling, 1984); Mobilizing others toward a goal shared by leaders and followers (Wills, 1994); The ability to produce useful change, especially non-incremental change (Kotter, 1990)

- Personal Qualities
- Managing self
- Self-awareness

- Acting with Integrity
- Working with others
- Building and maintaining relationships
- Encouraging contribution
- Working with teams
- Managing and Planning
- Planning
- Managing people and resources
- Managing performance
- Setting direction
- Identifying context for change
- Applying knowledge and evidence
- Making decisions
- Creating vision
- Communication of vision
- Implementing vision

- **Self-Management and Initiative**

A phased process of awareness and monitoring that involves actively comprehending and becoming more competent in a specific area by consciously selecting strategies, goals, and processes to control (Winne & Azevedo, 2014; Pintrich, 2004, Brophy, 1997); Motivation is a key driver (Brophy, 1997; Pintrich, 2004); A goal is the object or aim of an action, for example, to attain a specific standard of proficiency, usually within a specified time. Goal setting is highly related to successful performance (Locke & Latham, 2002)

- Self-management Personal motivation
- Intellectual curiosity
- Ownership & Responsibility
- Goal Orientation
- Adaptability
- Tenacity
- Organizational skills
- Time management
- Self-awareness

- Meta-cognition (learning to learn)
- Self-control
- Introvert/extrovert
- Attitude Toward Learning Content

- **Ethics / Personal and Social Responsibility**

An individual's personal evaluation of the degree to which some behavior or course of action is ethical or unethical (Sparks & Pan, 2010); An individual has a responsibility to behave ethically and with sensitivity toward social, cultural, economic and environmental issues.

(<http://www.imasocialentrepreneur.com/social-responsibility>)

- Integrity
- Personal responsibility
- Social responsibility
- Citizenship
- Cultural awareness
- Cultural competence
- Digital ethics/integrity
- Customer focus"

- **Mindset**

Those collection of beliefs and thoughts that make up the mental attitude, inclination, habit or disposition that predetermines a person's interpretations and responses to events, circumstances and situations. (Mindset.com)

- Positive attitude
- Optimistic attitude
- Positive self-talk
- Positive self-image
- Confidence
- Self esteem
- Resilience
- Global mindset
- Wellbeing (physical & psychological health)
- Growth mindset

- Instinct
- Persistence
- Striving
- Responsibility

- **Career Transition Skills**

The knowledge and skills necessary to navigate successfully the transition from high school to a career pathway or major, including understanding college-level and workforce norms and expectations and knowing how to be a self-advocate who can take advantage of resources and solve problems encountered within the institutional framework of a post-secondary program." (adapted from "College Careers and the Common Core," David Conley)

- Business and customer awareness
- Job search/skills mapping
- Application preparation
- Interview skills
- Personal evidencing and marketing