

Liberal Arts Skills

Valuing Skills: ability to...

- Assess a course of action in terms of its long range effects on the general human welfare.
- Make decisions that will maximize both individual and collective good
- Appreciate the contributions of art, literature, science and technology to contemporary society
- Identify one's own values
- Assess one's values in relation to important life decisions

Communication Skills: ability to...

- Listen with objectivity and paraphrase the content of a message
- Use various forms and styles of written communication
- Speak effectively to individuals and groups
- Use media formats to present ideas imaginatively
- Express one's needs, wants, opinions, and preferences without offending the sensitivities of others
- Identify and communicate value judgements effectively

Critical Thinking Skills: ability to...

- Identify quickly and accurately the critical issues when making a decision or solving a problem
- Identify a general principle that explains interrelated experiences or factual data.
- Define the parameters of a problem
- Identify reasonable criteria for assessing the value or appropriateness of an action or behavior
- Adapt one's concepts and behavior to changing conventions and norms
- Apply appropriate criteria to strategies and action plans
- Take given premises and reason to their

conclusion

- Create innovative solutions to complex problems Analyze interrelationships of events and ideas from several perspectives

Research and Investigation Skills: ability to...

- Use a variety of sources of information
- Apply a variety of methods to test the validity of data
- Identify problems and needs
- Design an experiment, plan or model that systematically defines a problem
- Identify information sources appropriate to special needs or problems
- Formulate questions relevant to clarifying a particular problem or topic

Information Management Skills: ability to ...

- Sort data and objects
- Compile and rank information
- Apply information creatively to specific problems or tasks
- Synthesize facts, concepts and principles
- Understand and use organizing principles
- Evaluate information against appropriate standards

Design and Planning Skills: ability to...

- Identify alternative courses of action
- Set realistic goals
- Follow through with a plan or decision
- Manage time effectively
- Predict future trends and patterns
- Accommodate multiple demands for commitment of time, energy and resources
- Assess needs
- Make and keep a schedule
- Set priorities

Management and Administration Skills: ability to...

- Analyze tasks
- Identify people who can contribute to the solution of a problem or task
- Identify resource materials useful in the solution of a problem
- Delegate responsibility for completion of a task
- Motivate and lead people
- Organize people and tasks to achieve specific goals

Human Relation sand interpersonal skills: ability to...

- Keep a group “on track” and moving toward the achievement of a common goal
- Maintain group cooperation and support.
- Delegate tasks and responsibilities
- Interact effectively with peers, superiors and subordinates
- Express one’s feelings appropriately
- Understand the feelings of others
- Use argumentation techniques to persuade others
- Make commitments to persons
- Be willing to take risks.
- Teach a skill, concept or principle to others
- Analyze behavior of self and others in group situations
- Demonstrate effective social behavior in a variety of settings and under different circumstances
- Work under time and environmental pressures

Personal/Career Development Skills: ability to...

- Analyzes and learn from life experiences - both one’s own and others
- Relate the skills developed in one environment to the requirements of another environment
- Match knowledge about one’s own characteristics and abilities to information about job or career opportunities
- Identify, describe and assess the relative importance of one’s needs, values, interests, strengths and weaknesses
- Develop personal growth goals that are motivating
- Identify and describe skills acquired through formal education and general life experiences
- Identify one’s own strengths and weaknesses
- Accept and learn from negative criticism
- Persist with a project when faced with failure unless it is clear that the project cannot be carried out or is not worth the time or effort needed to complete it.
- Recognize when a project cannot be carried out or is not worth the time or effort required to complete it
- Generate trust and confidence in others
- Take risks.
- Accept the consequences of one’s actions
- “Market” oneself to prospective employers

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