



Skills category	Description
Personal and self management skills	Personal and self management skills refer to the ability to respond to the requirements of your environment and to question your own actions critically and self-reflectively.
Social and organisational networking skills	Social skills are used in interactions with other people, i.e. communicative, integrative and cooperative skills.
Entrepreneurial activity and decision-making skills	Entrepreneurial activity and decision-making skills refer to the ability to implement results on your own initiative, in a self-organised, proactive and determined manner.
Methodological skills	Methodological skills refer to the ability to use procedures, learning strategies and working techniques.
Skillset	Description
General advisory expertise	Advisory expertise is firstly the ability to identify the needs of a counterpart. Secondly, they consist of helping a counterpart to achieve a certain objective on the basis of their needs.
Data processing	Data processing skills consist in the organised handling of data and the ability to change data with a view to then analysing it.
Digital collaboration methods	Skills in digital collaboration methods relate to the targeted use of digital opportunities in the field of collaboration.
Empathy (change of perspective)	Empathy is the ability to adopt the perspective of the counterpart, be it emotionally or cognitively. This enables you to give the counterpart space, to cater to them and to work together to find solutions.
Decision-making skills	The ability to prepare, make and subsequently analyse decisions in a reasonable timeframe regardless of the circumstances.

Flexibility	The ability to spontaneously get to grips mentally with change.
Integrated, connected thinking	The ability to mentally anchor individual processes in the bigger picture and thereby obtain an overview and understanding.
Initiative	Engaging in something new on your own initiative without prompting.
Interdisciplinary thinking	Interdisciplinary thinking is the ability to understand the values of different departments and to use these in your own work.
Collaborative capacity	The ability to win people over and motivate them to cooperate.
Customer orientation	The ability to keep customers and their requirements in focus and to align your actions to these accordingly.
Learning ability	Maintaining the willingness to learn new things and improve oneself any time, anywhere.
Openness to new things	The mindset of seeing change as an opportunity to grow personally and acting on the basis of this.
Problem solving	The ability to come up with one or more solutions to emerging problems.
Resilience	The ability to successfully overcome crises or difficult periods and grow from them.
Autonomy	The ability to have awareness of your own impulses, to manage these if necessary, and to stop these from influencing your actions.
Strategic thinking	The ability to adapt your own work and way of working to the current company strategy and continually realign these.