

Soft skills

Myself

SELF - ORGANIZATION

- I can manage my inner resources: I can rest, recharge and switch into a working mode
- I can describe my learning models and the ways I perceive information
- I can build my individual educational trajectory
- I distribute time between working and non-working tasks
- I can make my own budget and manage it
- I can make and maintain useful contacts

GOAL ACHIEVEMENT

- I can do what I need to do despite my inner resistance
- I can describe what motivates me
- I can control my motivation and activities
- I can describe the target result of my work
- I can make a plan how to overcome obstacles that hinder my goal achievement
- I can find several ways to achieve my goals and choose the optimal one
- I can adjust my plans in consideration of external factors
- I assess my work results based on multiple criteria

CREATIVITY

- I can generate ideas that correspond to the task I set
- I can find non-standard and creative solutions
- I look for multiple solutions for a task without fixating on a single one
- I can experiment and apply something new

Me and my circle of communication

TEAM WORK

- I can set apart tasks and subtasks in what I'm doing
- I can ask colleagues for help
- I can draw a map of tasks that each team member is working on at the moment
- I can delegate tasks
- I can help colleagues in their work

LEADERSHIP AND INITIATIVE

- I can make decisions and take responsibility
- I can let my colleagues know how important their work is
- I can come up with ideas and initiate activities

INFORMATION EXCHANGE

- I can tell what tasks I'm working on at the moment
- I can describe my place in the team and why my role is important
- I can describe my achievements
- I can constructively assess another person's activities
- I can teach and convey knowledge

Me and the world around

INFORMATION MANAGEMENT

- I can find necessary information in the internet, books and media, and archives
- I know how to check and verify facts, articles and posts
- I can choose a trustworthy information source
- I can find different points of view and approaches to the same issue
- I can structure information from simple to complex, from general to particular, from a problem to solution
- I can assess my position in the information sphere
- I know how to find new tools and technologies to help solve my tasks

COMMUNICATION

- I can express my thoughts with different means of communication:
 - verbal
 - In my native language
 - In a foreign language
 - nonverbal
 - multimedia
 - via cultural codes
 - understandable to different age, profession or social groups
- I can express my thoughts with clear and coherent statements
- I can express my thoughts with logic and supportive arguments
- I adapt my communication style depending on whom I'm talking to
- I can follow the rules of communication accepted in a particular society

UNDERSTANDING OF CONTEXT

- I can turn on and switch my attention
- I know how to differentiate emotions from facts
- I can tell what goal the person who talks to me is trying to achieve
- I know how to take another point of view into consideration
- I can understand what type of information another person is looking for when talking to me

EMOTIONAL INTELLIGENCE

- I can name the emotions I feel at the moment
- I can understand how the person who talks to me is feeling at the moment
- I can make decisions separating emotions from facts
- I can influence the emotions of other people