

LIBERAL ARTS SKILLS

Liberal arts skills are transferable, functional abilities that are required in many different problem-solving and task-oriented situations.

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
- evaluate information against appropriate standards

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 sensitivity of others
- identify and communicate value judgments effectively
- describe objects or events with a minimum of factual errors
- convey a positive self-image to others

Research and Investigative 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, topic or issue

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 the interrelationships of events and ideas from several perspectives

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

LIBERAL ARTS SKILLS

- accommodate multiple demands for commitment of time, energy and resources
- assess needs
- make and keep a schedule
- set priorities

Management and Administrative 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 Relations and 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 or self and others in group situations
- demonstrate effective social behavior in a variety of settings and under different circumstances
- work under time and environmental pressure

Personal/Career Development Skills: ability to . . .

- analyze, and learn from life experiences – both one’s own and others
- relate the skills developed in one environment (e.g., school) to the requirements of another environment (e.g., work)
- 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 experience
- 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