



## **Communication and Interpersonal skills**

Strong communication and Interpersonal

innovation

launching

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When you discuss creation describe your experience composing, conceiving, and building. On the other hand includes generating new or fresh ideas/approaches to situations a

78.7 Tm1 4BT.000 Discuss

## Leadership & Management

Leadership and management are two distinct but closely related skills that are highly sought after in the workplace. Leadership is the ability to take control of a situation and set direction. This is done by empowering, inspiring, and influencing others while management is focused on planning, organizing and overseeing the distribution of resources to achieve outcomes. The ability to mentor, influence and motivate, as well as leadership qualities such as commitment, passion, integrity, and confidence are key to demonstrating leadership.

### Sub-skills and attributes to include in your CV:

accountability  
captaining  
community involvement  
confidence  
delegating  
decision-making

directing  
empowering others  
influencing  
initiated  
led  
mentoring

motivating others  
organised

goal setting  
implementing  
multitasking

organizing  
performance  
measurement

planning  
project planning  
task prioritisation

### **Gaining and Conveying evidence**

You could showcase the sub-skills and attributes above through your:

organising a social or charity event  
making travel arrangements either for your own leisure or for a group  
planning university projects such as your dissertation or final-year project  
work experience that involved event or project management

### **Examples for CV:**

*Experience in effectively managing projects from initiation to completion, resulting in [mention successful project outcomes]*  
*Developed project plans, allocated resources, and coordinated cross-functional teams to achieve project goals.*  
*Identified and implemented process improvements that enhanced workflow efficiency and reduced turnaround times.*

## **Self-management & Initiative**

Both self-management and initiative are highly valued in the workplace as they lead to increased productivity because those who can effectively manage themselves and their time are better equipped to take initiative by remaining proactive and identifying opportunities to grow and excel. ~~successful~~

## **Gaining and Conveying evidence**

Don't be afraid to use the skills and attributes suggested but be sure to evidence them as well. You could do this or may have done this by:

- Working independently on tasks during your studies or when doing work experience
- Effectively setting and working towards deadlines
- Recognising skill gaps and seeking out courses or workshops to close them
- Starting a project in your free time

## **Examples on CV**

*managed a complex workload independently, consistently meeting performance targets and reducing the need for regular supervision.*

*Initiated and led a training program for new team members, resulting in a reduction in onboarding timeframes and improved team*