

D.E.T.A.I.L.S. - Skills/Values Terms and Descriptions

Brainstorming:

Ability to gain a large number of diverse ideas or solutions related to some goal or problem through group interaction

Budgeting:

Ability to keep accurate and complete financial records and estimate income and expenses to develop and maintain a budget

Civic Responsibility:

Participation in activities that contribute to the well being of the community; demonstrated knowledge of the rights and duties of citizenship

Conflict Management:

Ability to understand other points of view and negotiate an acceptable agreement

Consensus Building:

Ability to facilitate group decision-making through open communication

Creative Thinking:

Ability to consider concepts in a way that is original / innovative

Decision-Making:

Ability to make sound judgments that are well thought out

Delegation:

Ability to plan tasks, assign responsibilities, and follow up to ensure completion

Effective Listening:

Understanding the message that the speaker is conveying

Empathy:

Ability to have a sense of understanding for another's situation or to feel compassion towards another

Ethics:

Understanding the moral and ethical implications of personal and professional decisions

Flexibility:

The ability to change, adapt

Global Perspectives:

Ability to get along with others, appreciate different cultures, maintain an openness to new ideas, be aware of cultural differences and develop a global perspective

Goal Setting:

Understanding the elements of setting, achieving and evaluating short and long term goals

Group Interaction:

Ability to work cooperatively with people to reach a common goal

Independent Thinking:

Ability to consider concepts in a way that is individualistic

Information Gathering:

Ability to look for and sort through information and make the decision as to what is the most relevant

Interpersonal:

Ability to listen intently and objectively, express feelings appropriately, and understand the feelings of others

Leadership:

Ability to effectively guide and/or influence your peers

Leadership Style Understanding:

Understanding your own leadership style as well as the styles of others in order to identify the achievements, motivations and abilities of individuals and groups

Motivating:

Ability to influence or drive others using positive methods

Networking:

Making contact through professional organizations, friends, neighbors, classmates, professors, alumni, industry, business or government personnel and/or former employers to discuss possible employment opportunities

Organizational:

Ability to plan and prioritize tasks associated with a schedule or deadline

Parliamentary Procedure:

Understanding Robert's Rules of Order and how groups conduct business using parliamentary procedure

Problem Solving:

Ability to identify and formulate problems, propose and evaluate potential solutions, decide on the best solution through reasoning, and rationally defend a conclusion

Public Speaking:

Ability to speak effectively in front of an audience, to inform and persuade, or to explain concepts accurately

Self Awareness:

Understanding personal values, interests, strengths, weaknesses, goals, motivations and personality characteristics

Self Confidence:

Understanding personal strengths and weaknesses, standing up for beliefs, and developing a strong self image

Stress Management:

Managing stress in healthy ways through recreation, exercise, and relaxation

Teaching:

Ability to inform others in a constructive, understandable manner

Team Building:

Ability to organize and enact changes required to enhance group effectiveness and promote group development

Time Management:

Understanding methods to assist in managing time effectively and productively

Written Communication:

Ability to create grammatically correct, concise, and clear written materials, and to critique, edit, and proofread these materials