

Words with

POWER
HOMER

POWER LANGUAGE TO BUILD YOUR RESUME/CV

ACTION WORDS (VERBS)

Accentuates	Capitalizes	Distinguishes	Handles	Plans	Strives
Accepts	Carries out	Drafts	Helps	Possesses	Studies
Accomplishes	Challenges	Effects	Identifies	Practices	Submits
Accounts	Checks	Elicits	Implements	Prepares	Supervises
Achieves	Circulates	Emanates	Impresses	Presumes	Supports
Acquires	Clears	Emphasizes	Improves	Prevents	Surmounts
Acts	Coaches	Employs	Influences	Processes	Surveys
Actuates	Collaborates	Empowers	Informs	Produces	Sustains
Adapts	Collects	Emulates	Initiates	Projects	Takes
Adheres	Commands	Encompasses	Inspects	Promotes	Thinks
Adjusts	Compiles	Encourages	Inspires	Proposes	Tolerates
Administers	Communicates	Enforces	Insures	Provides	Trains
Adopts	Compiles	Enhances	Interacts	Pursues	Translates
Advances	Completes	Enlightens	Interprets	Radiates	Understands
Advises	Comprehend	Enriches	Interviews	Realize	Uses
Analyzes	Computers	Ensures	Investigates	Receives	Utilizes
Anticipates	Computes	Establishes	Issues	Recognizes	Verifies
Applies	Concentrates	Evaluates	Judges	Recommends	Vitalizes
Appraises	Conducts	Evidences	Keeps	Records	Weighs
Appropriates	Conforms	Evokes	Knows	Reflects	
Approves	Connects	Examines	Learns	Regards	
Arises	Considers	Excels	Maintains	Regulates	
Arranges	Consolidates	Executes	Makes	Reinforces	
Articulates	Consults	Exercises	Manages	Relates	
Ascends	Contemplates	Exhibits	Meets	Releases	
Ascertains	Continues	Expects	Mobilizes	Relies	
Aspires	Contributes	Expedites	Motivates	Reports	
Assembles	Controls	Explores	Necessitates	Represents	
Asserts	Conveys	Expresses	Negotiates	Requires	
Assigns	Cooperates	Faces	Notifies	Resolves	
Assimilates	Coordinates	Facilitates	Observes	Respects	
Assists	Copes	Focuses	Obtains	Responds	
Assumes	Creates	Follow-up	Operates	Reviews	
Assures	Dedicates	Foresees	Optimizes	Revises	
Attains	Delegates	Formulates	Orchestrates	Schedules	
Attempts	Demonstrates	Fosters	Organizes	Secures	
Attends	Determines	Fulfills	Overcomes	Seeks	
Assembles	Develops	Furnishes	Oversees	Serves	
Audits	Devotes	Gains	Paces	Shows	
Authorizes	Directs	Generates	Participates	Solves	
Averts	Discusses	Gives	Perceives	Sparks	
Builds	Displays	Grasps	Performs	Stimulates	
Calculates	Disseminates	Guides	Perpetuates	Strengthens	

DESCRIPTIVE WORDS (ADJECTIVES)

Absolute	Curious	Flexible	Maximum	Proper	Tactful
Accurate	Decisive	Forceful	Meaningful	Prudent	Tedious
Active	Dedicated	Foremost	Motivated	Punctual	Thorough
Adaptable	Definite	Forward-looking	Neat	Quick	Trustworthy
Adept	Dependable	Frank	Objective	Rational	Trustful
Affirmative	Desirable	Genuine	Observant	Realistic	Ultimate
Alert	Determined	Good-natured	Open-minded	Reliable	Understanding
Ambitious	Diligent	Great	Opportunistic	Remarkable	Unique
Analytical	Diplomatic	Hands-on	Optimal	Resourceful	Unlimited
Articulate	Discreet	Harmonious	Optimistic	Respectful	Unusual
Calm	Distinctive	Helpful	Orderly	Responsive	Utmost
Capable	Dynamic	High	Organized	Rigorous	Valuable
Challenging	Eager	High-tech	Original	Self-confident	Versatile
Charismatic	Effective	Honest	Outstanding	Self-demanding	Vibrant
Clear-thinking	Efficient	Imaginative	Patient	Significant	Vigorous
Cohesive	Eminent	Immense	Perceptive	Perfect	Sincere
Competent	Energetic	Important	Persuasive	Sizable	Well-liked
Complete	Enlightening	Independent	Pleasant	Sophisticated	Wining
Composed	Enterprising	Industrious	Poised	Sound	Worthy
Comprehensive	Enthusiastic	Ingenious	Polished	Special	Zestful
Concise	Excellent	Innovative	Positive	Splendid	
Confident	Exceptional	Involved	Powerful	State-of-art	
Conscientious	Exciting	Keen	Outstanding	Stern	
Considerable	Extra	Knowledgeable	Practical	Stimulating	
Consistent	Extraordinary	Lasting	Precise	Strong	
Constructive	Extreme	Latest	Predictable	Successful	
Cooperative	Factual	Logical	Productive	Superb	
Courageous	Fair	Loyal	Professional	Superior	
Courteous	Favorable	Magnificent	Progressive	Supportive	
Creative	Fine	Major	Prominent	Systematic	

PERFORMANCE RANKINGS

Exceptional	Very good	Sub-standard
Extraordinary	Good	Unsatisfactory
Excellent	Superior	Unacceptable
Distinguished	Fair	
Outstanding	Satisfactory	

POWER PHRASES

ACCURACY

- Recognize the importance of accuracy
- Perform with a high degree of accuracy
- Perform with consistent accuracy
- Achieve results with accuracy and precision
- Maintain high statistical accuracy
- Expect perfection
- Strive for perfection
- Excel in achieving perfection
- Avoid mistakes and errors
- Conform to strict tolerances
- Meet precise standards
- Meet rigid specifications
- Keep accurate records

- Maintain accurate documentation
- Provide explicit documentation
- Meticulous with detail
- Excel in detail checking
- Forecast with extreme accuracy
- Make accurate predictions about future trends, directions, and developments.

ACHIEVEMENT

- Achieve optimal levels of personal performance and accomplishment
- Provide strong evidence of specific accomplishments
- Produce a tangible, positive impact
- Achieve consistently high results

ACHIEVEMENT (CONT)

- Excel in achieving outstanding project results
- Achieve bottom-line results
- Achieve lasting results
- Exceed the norm
- Accomplish more with fewer people
- Demonstrate the ability to achieve desired results
- Focus on results
- Attain results without negative side effects
- Attain results through positive actions

ADMINISTRATION

- Demonstrate a high level of administrative competence
- Constantly examine administrative effectiveness and seek better procedures
- Encourage administrative efficiency and effectiveness
- Achieve high administrative output
- Avoid burdening management with administrative detail
- Effectively use exception reporting to keep management informed
- Clearly establish administrative rules and regulations
- Enumerate and specify procedures for implementing and administering written policies
- Develop policies and procedure to improve department
- Improve administrative support systems
- Supply necessary support services
- Develop successful administrative strategies
- Excel in simplifying systems and reducing paperwork
- Excel in eliminating unnecessary paperwork
- Effectively control paperwork
- Manage paperwork efficiently and effectively
- Improve administrative efficiency through the effective use of forms
- Establish effective systems for record retention
- Keep simple records with little duplication
- Effectively handle information overload
- Establish effective systems for information retrieval
- Understand and apply basic statistical methods
- Make effective use of statistical applications
- Use sound statistical control techniques
- Properly control the release of proprietary information
- Respect confidential information
- Maintain complete confidentiality
- Stay informed of new technologies in office automation
- Utilize improved technology for administrative support
- Make effective use of office equipment

ANALYTICAL

- Demonstrate a strong power of analytical reasoning
- Display strong analytical qualities
- Demonstrate a strong ability to analyze problems
- Very methodical in solving problems
- Utilize a variety of analytical techniques to solve problems
- Excel in analyzing and adjusting work procedures for maximum efficiency
- Thoroughly analyze conditions and reaches independent decisions
- Effective in analyzing relevant information
- Excel in analytical thinking

APPEARANCE

- Recognize the importance of appearance
- Present an attractive appearance
- Take pride in personal appearance
- Display neat, attractive and appropriate appearance
- Give proper attention to personal hygiene and dress
- Dress to convey an appropriate image
- Dress consistent with organizational expectation
- Conform to proper standards of dress
- Wear appropriate clothing and accessories
- Dress appropriately for the position
- Display good posture
- Project poise and authority
- Make positive first impression
- Make excellent impression
- Project a positive image

COMMUNICATION

- Excel in effective and positive communications
- Communicate openly and effectively
- Communicate clearly and concisely
- Communicate with credibility and confidence
- Communicate expectations
- Improve the effectiveness of communications and interactions with others
- Provide an intellectual atmosphere conducive to the stimulation and interchange of ideas
- Excel in communicating with individuals and small groups
- Conduct meetings that achieve results
- Make a strong impact at meetings
- Demonstrate strong committee procedures and techniques
- Excel in intercommunications and interactions
- Demonstrate sound negotiating skills
- Effectively communicate goals and interplay of ideas and concepts
- Effectively communicate management decisions to achieve understanding and acceptance
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COMMUNICATION (CONT)

- Effectively communicate upward, downward and laterally
- Develop and maintain two-way communications
- Keep other departments informed of developments affecting their function
- Communicate confidently with superiors, peers and subordinates
- Effectively communicate with co-workers
- Optimally utilize all channels of communications
- Demonstrate good judgement in selecting the proper mode of communication
- Know when to cover topics by letter or phone
- Make appropriate use of formal vs. informal communication
- Encourage open communication to achieve mutual understanding
- Demonstrate an ability to perform and communicate
- Competent communicator
- Ask penetrating questions
- Avoid communication breakdowns
- Make the best impression in all situations
- Demonstrate proper telephone techniques and etiquette
- Make effective use of the telephone and fax machine
- Effectively explain and interpret organizational policies and procedures
- Effectively translate complex information into common terms
- Effective organization of ideas for logical presentation and acceptance
- Respond quickly to all oral and written communications
- Excel in verbal and no-verbal communications
- Use proper oral and written language
- Possess a strong vocabulary
- Display productive assertiveness
- Assertive without being aggressive
- Convey an impression which reflects favorably upon the public relations of the organization
- Excel in communicating with the public
- Use communication skills to bolster the organization's image
- Promote organizational policies, the quality of its products and its reputation
- Demonstrate and convey a favorable image of the organization

COMPETENCY

- Demonstrate competent performance
- Project a special competence
- Demonstrate a high level of expertise
- Demonstrate strong personal effectiveness
- Demonstrate strong interpersonal competence

COMPETENCY (CONT)

- Believe in self
- Confidant of abilities
- Use abilities to the fullest
- Maximize personal strengths
- Display a high level of technical competence
- Effectively blend management skills with technical expertise
- Combine technical competence with dependability and loyalty
- Demonstrate highly sophisticated skill and strategies
- Possess specialized skill
- Highly skilled in all phases of job
- Excel in operational skills
- Display excellent attention to technical skills
- Especially effective in the development and use of _____ skills
- Uniquely qualified
- Effectively capitalize on strengths
- Accentuate strengths
- Keep informed of the latest trends and developments
- Constantly sharpen and update skills
- Devote appropriate time and effort to the development of professional competence
- Attend seminars and workshops to improve job performance

COMPUTER SKILLS

- Maximize the benefits of computer technology
- Incorporate the newest computer technologies
- Identify computer support requirements
- Ensure that computers are used to generate meaningful information and increase efficiency
- Encourage employee acceptance and use of computers
- Ensure the proper training of computer operators
- Utilize the power of computers
- Make effective use of computer equipment and facilities
- Possess a strong knowledge of computer fundamentals
- Computer literate
- Keep alert to new computer hardware
- Keep abreast of new software applications

COST MANAGEMENT

- Effectively control costs through economical utilization of personnel, materials and equipment
- Effectively commit resources of staff, funds and time
- Make maximum use of allocated funds
- Make realistic budget projections
- Give close attention to monitoring budget variances and plans appropriate adjustment

COST MANAGEMENT (CONT)

- Strive for maximum return on investment
- Excel in profit-oriented decisions
- Demonstrate a strong ability to strengthen cost-profit ratios
- Demonstrate sound cost effectiveness
- Develop strong cost control measures to ensure desired results
- Maintain effective cost control
- Exercise appropriate cost control
- Effectively identify areas needing cost reductions
- Display sound judgement in managing and controlling expenses
- Adhere to sound auditing principals
- Plan travel, entertainment and related expenses to achieve essential organizational goals
- Adhere closely to organizational policies and procedures when requesting expense reimbursement
- Ensure that all expenditures are in the best interest of the organization
- Demonstrate success in reducing costs while maintaining high quality
- Excel in controlling costs and eliminating waste

CREATIVITY

- Display creative imagination
- Display active imagination
- Demonstrate imaginative insight
- Provide valuable insights
- Demonstrate creative strength
- Successfully develop creative strategies
- Continuously experimenting
- Seek creative alternatives
- Challenge conventional practices
- Consider innovative possibilities
- Explore new paths, procedures and approaches
- Excel in creative thinking and problem solving
- Create satisfying solution in conformance with organizational policies
- Develop creative solutions to problems
- Demonstrate a high degree of originality and creativity
- Originate and develop constructive ideas
- Initiate good conceptual ideas with practical applications
- Excel in developing spontaneous ideas
- Originate unsought ideas
- Seek new ideas and approaches
- Stimulate ideas
- Promote the flow of good ideas
- Welcome ideas from subordinates
- Receptive to new ideas
- Generate fresh ideas

CREATIVITY (CONT)

- Initiate fresh ideas
- Discover new approaches
- Display a sense of inquiry
- Maintain a high level of curiosity
- Display a strong power of observation
- Encourage an environment for creative excellence
- Promote an environment conducive to creativity
- Tap the creative potential of a group
- Encourage innovation
- Promote a creative climate
- Create interest
- Create opportunities

DECISION MAKING

- Make decisions with confidence
- Display firmness in making decision
- Can be relied on to make sound decisions
- Make inventive and resourceful decisions
- Willing to make difficult and unpopular decisions
- Assemble all available facts before making decisions
- Seek staff input for decision making
- Make sound decisions in the absence of detailed instructions
- Use penetrating and objective evaluations to arrive at decisions
- Weigh alternative decisions before taking action
- Carefully evaluate alternative risks
- Practice sound risk taking
- Willing to take calculated risks
- Eager to take risks
- Exercise a wide range of decision making control
- Foresee the consequences of decisions
- Excel in foreseeing the effects of decisions
- Communicate decisions with confidence
- Demonstrate an ability to effectively influence key decision makers
- Make sound decisions under pressure
- Avoid hasty decisions
- Concentrate on developing solutions
- Excel in seeking solutions
- Develop fresh solutions
- Excel in suggesting optional solutions
- Develop resourceful solutions
- Support convictions with sufficient force
- Strive to improve decisiveness

DELEGATING

- Delegate to improve organizational effectiveness
- Delegate to maximize organizational strengths
- Recognize the need to concentrate on people rather than tasks
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DELEGATING (CONT)

- Recognize the importance of working through subordinates
- Encourage delegation
- Demonstrate effective delegation techniques
- Effectively delegate responsibility
- Give subordinates the authority needed to effectively carry out delegated responsibilities
- Encourage subordinates to solve their own problems
- Delegate with clearly defined responsibility and authority
- Provide subordinates with the resources needed to accomplish results
- Delegate while maintaining control
- Know when and what to delegate
- Delegate routine tasks to subordinates
- Make effective use of secretarial support
- Delegate to the proper person
- Prevent reverse delegation
- Delegate to evaluate employee potential
- Effectively assesses delegation capability
- Delegate to improve job satisfaction of subordinates
- Delegate to motivate
- Delegate to build subordinates

DEPENDABILITY

- Consistent, dependable and accurate in carrying out responsibilities to a successful conclusion
- Can be relied upon to meet schedules and deadlines
- Fully accept all responsibilities and meet deadlines
- Meet logically developed priorities
- Achieve result when confronted with major responsibilities and limited resources
- Utilize all available resources to achieve results
- Can be counted on to achieve results in emergency situations
- Is exceptionally reliable and trustworthy when given an assignment
- Use proven methods and techniques to achieve results
- Display a strong personal commitment to successfully completing all projects
- Display self-discipline
- Attain results regardless of task levels
- Meet responsibilities promptly
- Fulfill all commitments
- Meet expectations
- Very dependable and conscientious
- Is a strong and reliable member of the department
- Is extremely reliable and supportive
- Can be relied upon to do the job and any other assigned tasks
- Is always fully prepared
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DEPENDABILITY (CONT)

- Can be relied on to successfully complete all assignments
- Consistently punctual
- Regular in attendance
- Effectively follow up assignments

DEVELOPMENT

- Excel in selecting and developing individual with high potential talent
- Identify staff development needs
- Recognize development levels and ability levels of staff and others
- Initiate and establishes personal growth and career path
- Excel in developing career development
- Plan for future career development and accomplishment
- Seek personal growth and development
- Understand personal strengths and weaknesses
- Regularly assess the development and effectiveness of subordinates
- Inspire subordinates to achieve their fullest potential
- Excel in developing mutual expectations
- Encourage broad development of employees
- Show genuine interest in employee progress
- Effectively track employee progress
- Deal effectively with different career stages of employees
- Excel in tapping hidden talents
- Exploit under-utilized capabilities
- Display and ability to turn weaknesses into strengths
- Turn potential into action
- Develop subordinates into higher achievers
- Cultivate strengths of subordinates
- Effectively develop employees
- Develop managerial candidates
- Encourage managers to develop subordinates
- Excel in developing synergy
- Give proper attention to personnel succession planning
- Develop qualified successors
- Encourage employees to acquire proper skills, attitudes and knowledge
- Encourage special preparation and training of personnel
- Use a wide variety of training methods
- Make effective use of role playing
- Improve the skills and develop talents of subordinates
- Successfully build subordinates
- Encourage employees to improve abilities for greater responsibility
- Excel in developing marginal employees

DEVELOPMENT (CONT)

- Effectively recommend methods to assist subordinates in overcoming weaknesses
- Concentrate development on weak areas
- Encourage constructive actions by employees
- Assist subordinates in reaching new levels of skill, knowledge and attitudes
- Make winners out of subordinates
- Assist subordinates in applying new skills, techniques and understandings
- Facilitate learning
- Develop creative potential
- Profit from experience
- Build on strengths
- Reinforce positive behavior
- Reinforce employee strengths
- Build on the positive

EVALUATION

- Establish clear and meaningful criteria or standards for effective performance
- Clearly establish performance objectives and evaluation criteria
- Establish credible standards
- Establish credible measurement methods
- Effectively and continually evaluate activities, programs and functions
- Continuously evaluate techniques and practices
- Effectively appraise departmental resources and skills
- Accurately monitor performance against objectives
- Effectively make quantitative determinations of ability
- Recognize high potential employees
- Identify individuals who have a capacity to perform
- Effectively identify goal achievers
- Produce highly accurate assessments
- Effectively assess employees resources
- Regularly assess growth
- Effectively track performance
- Accurately assess potential
- Accurately evaluate employee effectiveness
- Effectively assess the quality of work performed by subordinates
- Rate on the basis of performance and not personality
- Effectively re-evaluate others without creating resentment or negative responses
- Give recognition to deserving individuals
- Effectively grant rewards on the basis of objective accomplishment
- Assign salary increases based on true performance
- Recognize special talents and capabilities of employees
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EVALUATION (CONT)

- Understand accomplishments, strengths and weakness of employees
- Identify and discuss weaknesses of staff members
- Identify individuals needing periodic retraining
- Direct performance appraisals toward the self-improvement of employee
- Effectively utilize performance reviews as a motivational tool
- Plan for appraisal interview
- Give proper attention to performance appraisal interviews
- Encourage and facilitate self-evaluation
- Effectively critique own work
- Benefit from constructive criticism
- Excel in establishing feedback systems for evaluating results
- Accurately measure and assess employee feedback

GOALS AND OBJECTIVES

- Excel in planning, forecasting, setting objectives and determining courses of action
- Effectively develop individual departmental and organizational goals to obtain objectives
- Effectively blend personal goals with organizational objectives
- Set goals that are compatible with those of the organization
- Excel in formulating goals and plans of action
- Clearly establish goals to achieve a significant productive impact
- Establish performance targets for both short range and long range
- Set, obtain and manage managerial objectives
- Set innovative objectives
- Formulate realistic objectives
- Establish specific objectives
- Effectively determine workable objectives
- Excel in prioritizing objectives
- Encompass objectives valued by the organization
- Effectively communicate objectives
- Effectively develop objectives
- Effectively develop cognitive objectives
- Display a clear vision of goals
- Establish feasible and attainable goals
- Set realistic goals
- Set reachable targets
- Set compelling personal goals
- Set worthy goals
- Effectively develop goals
- Goal seeker
- Clearly establish goals and purposes

GOALS AND OBJECTIVES (CONT)

- Effectively establish truly relevant objectives and performance standards
- Establish specific and measurable goals
- Set clear and measurable objectives
- Effectively set group performance objectives
- Establish methods of attainment of goals
- Effectively organize, assemble and arrange resources to meet goals
- Aware of longer-term goals and larger frameworks of concepts
- Effectually evaluate goals
- Display sincerity of ambitions and objectives
- Use goals to maintain momentum
- Achieve and surpass goals

IMPROVEMENT

- Constantly strive to strengthen and refine professional effectiveness
- Consistently strive to improve performance
- Excel in self-supervision and self-improvement
- Often make valuable suggestions for improvement
- Excel in developing improved techniques
- Develop totally new strategies and devise improved means of accomplishing results
- Develop totally new strategies
- Devise improved means of accomplishing results
- Make affirmative contributions to improvements
- Produce change for the overall improvement of the department
- Display a willingness to discuss weaknesses and make improvements
- Use constructive criticism to improve performance
- Establish goals for improvement of performance targets
- Develop future goals for self-improvement
- Articulate goals for future improvement
- Set ambitious growth goals
- Tactfully discuss areas in need of improvement
- Clearly identify improvement to be achieved
- Work cooperatively toward the identification of areas needing improvements
- Clearly identify improvements to be achieved
- Work cooperatively toward the identification of areas needing improvements
- Excel in isolating characteristics in need of improvement
- Clearly pinpoint area of needed improvements
- Identify performance improvement problems
- Monitor improvement progress
- Display an eagerness to improve
- Demonstrate a strong effort to improve
- Welcome opportunities for improvement
- Seek opportunities for self-improvement

IMPROVEMENT (CONT)

- Respond favorably to suggested actions for improvement
- Display improved potential for advancement
- Show steady progress
- Continue to grow and improve

INITIATIVE

- Demonstrate a high level of initiative
- Self-starter
- Judicious in carrying out assignments without direction
- Excel in self-directing and self-pacing
- Demonstrate an ability to think along constructive original lines
- Solution seeker
- Effectively initiate solutions
- Make practical suggestions
- Display self-reliant enterprise
- Alert to new opportunities, techniques and approaches
- Seize all opportunities
- Explore new opportunities
- Capture all opportunities
- Innovate and create new and unique methods and procedures
- Effectively apply new concepts and technique
- Continuously find new and better ways of performing job
- Extremely active and eager to try new approaches
- Display ingenuity in anticipating and meeting unexpected situations
- Provide opportunities for initiative
- Gather and provide data in advance of need
- Plan and organize with little or no assistance
- Take action without undue haste or delay
- Notice what needs to be done
- Take charge in the absence of detailed instructions
- Require minimum supervision

JUDGMENT

- Excel in making appropriate judgements
- Can be entrusted to use good judgement
- Excel in developing new perspectives
- Follow a variety of approaches in activities and techniques
- Effectively diagnose situations or conditions
- Systematically evaluate options in terms of consequences
- Consider alternative courses of action
- Display excellent intuitive judgement
- Exercise judgement on behalf of others
- Know basic management principles and methods

JUDGMENT (CONT)

- Possess the knowledge to handle complex work
- Clearly understand purposes, objectives, practices and procedures of department
- Display strong knowledge of responsibilities
- Thoroughly understand all aspects of job
- Understand needs and requirements of job
- Secure in job knowledge
- Very knowledgeable over a wide range of job responsibilities
- Possess practical hands-on experience
- Demonstrate a strong, functional knowledge
- Display a broad application of knowledge
- Demonstrate strong technical and operational knowledge
- Exceptionally well informed
- Share knowledge for the benefit of employees
- Keep alert to current practices
- Demonstrate a comprehensive knowledge of the field
- Keep well informed on business, political and social issues

LEADERSHIP

- Project self-confidence, authority and enthusiasm
- Demonstrate natural leadership ability
- Display leadership stature
- Demonstrate strong, dynamic leadership
- Show dynamic leadership qualities
- Display the strengths of the exceptional leader
- Demonstrate imaginative leadership
- Display leadership traits appropriate to the situation
- Excel in training, leading and motivating people
- Demonstrate decisive leadership ability
- Face problems with confidence and assurance
- Inspire confidence and respect
- Catalyst of success
- Radiate confidence
- Elicit confidence
- Effectively maintain leadership in a group environment
- Take charge
- Inspire the cooperation and confidence of others
- Emulated by peers and subordinates
- Display an ability to motivate others
- Command the respect of others
- Earn the respect and loyalty of subordinates
- Receive the attention of others
- Show appreciation for contributions and achievements
- Inspire new employees to become leaders
- Promote harmony and teamwork
- Promote group harmony
- Encourage team-building efforts
- Build a team spirit

LEARNING

- Show eagerness and capacity to learn
- Display an exceptional ability to learn new methods
- Display an ability to learn rapidly and adapt quickly to changing situations
- Respond promptly to changes and opportunities
- Respond quickly to new instructions, situations, methods and procedures
- Quickly grasp new routines and explanations
- Receptive to new ideas
- Keep alert to new learning opportunities
- Make effective use of hands-on learning
- Benefit from all learning situations
- Encourage a positive learning environment
- Promote a learning climate
- Stimulate curiosity to improve learning

LOYALTY AND DEDICATION

- Loyal to organization, associates and subordinates
- Display absolute loyalty to superiors and to the organization
- Build loyalty in subordinates
- Increase superior's strengths
- Show positive attitudes toward employer and employees
- Place organizational interest ahead of personal convenience
- Display a renewed sense of purpose
- Committed to organizational goals
- Display a genuine interest in the organization
- Extremely dedicated
- Take pride in job
- Display a high degree of honesty, loyalty and integrity

MANAGEMENT

- Know when to seek help outside the organization
- Identify relevant and appraisable components of effective management
- Accurately assess management effectiveness
- Keep management informed on questions of policy
- Excel in obtaining management support
- Consistently prepare appropriate recommendations
- Keep management informed on questions of policy
- Excel in obtaining management support
- Consistently prepare appropriate recommendations
- Provide management with valid and reliable information for human resources planning
- Provide management with accurate information concerning the strengths and weaknesses of employees
- Effectively resolve conflicts between individual needs and requirements of the organization

MANAGEMENT (CONT)

- Respect both employee rights and management prerogatives
- Demonstrate an ability to overcome internal barriers
- Effectively solve problems that cross organizational boundaries
- Excel in resolving interdepartmental conflicts
- Obtain the full support of other departments
- Pull the organization together
- Recognize the important roles of responsibility, authority and accountability
- Hold subordinates accountable for results
- Relate consequences to accountability
- Demonstrate superior executive ability under a variety of circumstances
- Convey executive stature
- Display executive strength
- Display attributes of an effective manager
- Effectively manage self
- Display effective managerial behavior
- Display an effective, productive management style
- Recognize the difference between managing and doing
- Avoid managing by crisis
- Excel in human resource management
- Challenging and inspiring manager
- Excel in solving people problems
- Excel in defining, measuring and increasing productivity
- Achieve high productive output while maintaining high morale
- Keep employees aware of their importance to the organization
- Promote cooperative behavior and team efforts
- Build strong sense of teamwork and purpose
- Excel in tasks-oriented team development
- Obtain maximum team performance
- Achieve teamwork effectiveness
- Strive for maximum team performance
- Encourage efforts toward common goals
- Excel in developing synergistic strategies
- Maximize the use of company resources
- Account for effective and efficient use of personnel
- Provide subordinates with the resources needed to attain results
- Attain results through the proper direction of subordinates
- Give clear direction
- Develop a cohesive department effort
- Aware of potential contributions of department
- Maintain firm departmental control
- Adhere to all policies, procedures and rules of decorum
- Effectively enforce policies, rules and regulations

MANAGEMENT (CONT)

- Maintain high ethical standards
- Display sound ethics
- Follow proper codes of conduct
- Effectively recognize the need to change
- Effectively manage change
- Implement change with minimal resistance
- Effectively contend with resistance to change
- Implement change with a positive impact
- Keep fully alert to the weaknesses, strengths, threats and opportunities facing the organization
- Excel in positioning for the future

MATURITY

- Display a high degree of emotional maturity
- Excel in separating emotion from rationality
- Display emotional stability
- Display strong emotional control
- Cope constructively with emotions
- Keep anger under control
- Display mature reactions
- Maintain a mature attitude
- Maintain strong self-control
- Display superior emotional adjustments and stability
- Keep situations in proper perspective
- Display maturity in handling disappointments
- Respond positively on inconsequential issues

MENTAL CAPACITY AND APPLICATION

- Grasp the most difficult concepts
- Display a depth of understanding
- Understand both theoretical and practical concepts
- Distinguish between perception and reality
- Exceptionally keen and alert
- Reasonable, smart and alert
- Alert, quick and responsive
- Alert and broad-minded
- Capable of sustaining a high level of concentration
- Give undivided attention
- Demonstrate logical thinking
- Think before taking action
- Think fast on feet
- Use common sense
- Use common sense to reach workable conclusions
- Use sound fact-finding approaches
- Display fresh insights
- Use intelligent reasoning
- Display considerable flexibility
- Display fresh thinking
- Display imaginative thinking
- Display divergent thinking
- Excel in independent thinking
- Think strategically
- Display consistent, logical and orderly thinking

MENTAL CAPACITY AND APPLICATION (CONT)

- Display excellent comprehension and retention
- Display strong powers of mental retention
- Possess strong memory skills
- Display strong memory power
- Display a strong power of recall
- Display a very high cognitive ability
- Excel in systematic observation
- Gain new perspective
- Demonstrate intellectual inquisitiveness
- Widen intellectual horizons
- Make effective use of mental imaging
- Demonstrate positive mental outlook
- Think futuristically

MOTIVATION

- Strongly motivated to achieve optimal results
- Strongly motivated to achieve higher expectations
- Highly motivated to achieve individual goals
- Strive for the achievement of excellence
- Strive for maximum drive in fulfilling job responsibilities
- Am a significant driving force
- Keep drive alive
- Display a strong sense of purpose
- Display a strong personal commitment
- Display strong achievement drive
- Display a strong competitive drive
- Display intense desire
- Display a spirit of determination
- Optimize individual traits
- Displays highly motivated inner drive
- Go beyond what is expected
- Give maximum effort
- Display energy and vitality in performing daily responsibilities
- Display intense involvement
- Seek total involvement
- Volunteer for extra work and demanding assignments
- Totally absorbed in job
- Turn past failures into future successes
- Success-oriented
- Capitalize on opportunities
- View problems as opportunities
- Recoil promptly from problems
- Maximize the opportunities within every situation
- Operate effectively under adverse conditions
- Look beyond obstacles
- Surmount obstacles
- Effectively overcome personal and organizational blocks to achieve results

MOTIVATION (CONT)

- Effectively use behavior modification to create motivation and achieve results
- Display an enthusiastic spirit
- Display extraordinary enthusiasm
- Spark enthusiasm
- Build employee enthusiasm
- Develop a motivating environment
- Motivate and challenges
- Use subtle techniques to motivate
- Accentuate the positive
- Generate positive attitudes
- Provide positive reinforcements to achieve results
- Use positive reinforcements to motivate
- Display high energy and drive
- Highly energetic and enterprising
- Display positive energy
- Prime mover
- Compulsive achiever
- Ambitious and hard-driving
- Task-oriented
- Results-oriented
- Self-motivator
- Maintain own momentum
- Maintain self-motivation
- Complete and cooperate
- Make effective use of positive imagery to achieve success

ORAL EXPRESSION

- Polished and confident speaker
- Face any size audience with confidence
- Excel in speaking on special occasions
- Excel in impromptu speaking situations
- Excel in delivering impromptu remarks
- Excel in extemporaneous speaking
- Speak effectively in impromptu situations
- Communicate with ease and a natural style
- Make presentation with poise and self-confidence
- Demonstrate strong personal presentation skills
- Make lively and effective presentations
- Demonstrate excellent oral presentation skills
- Continuously strive to improve presentation skills
- Use visual aids effectively
- Communicate effectively with well-designed materials
- Make effective use of charts, graphs, figures and illustrations
- Make effective demonstrations Negotiate with skill
- Display strength in negotiating
- Disagree without arguing
- Know how and when to say "no"
- Make effective use of questions

ORAL EXPRESSION (CONT)

- Present ideas with power and persuasion
- Achieve creditability and persuasiveness
- Have excellent persuasive ability
- Use voice and body to effectively convince and persuade
- Skillful interviewer
- Make effective use of an extensive vocabulary
- Possess superior verbal understanding
- Use understandable language that is relevant and meaningful
- Excel in speech proficiency
- Eminently clear in verbal expressions
- Highly articulate
- Display clarity in expressing views
- State positions clearly
- Display ability to present views logically
- Speak at a pleasant tempo
- Enunciate clearly in a well-modulated voice
- Speak in a positive voice
- Make effective use of questions
- Present ideas with persuasion
- Achieve creditability and persuasiveness
- Have excellent persuasive ability
- Use voice and body to effectively convince and persuade
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- Enunciate clearly in a well-modulated voice
- Speak in a positive tone

ORGANIZING

- Effectively develop organizational capabilities and integration of objectives
- Develop programs to improve the effectiveness of the department and overall operation of the organization
- Build organizational effectiveness
- Excel in developing jobs, organizational structure and systems
- Keep organizational levels to a minimum
- Avoid over staffing
- Maximize organizational productivity
- Encourage cooperative block-ups

ORGANIZING (CONT)

- Make the most of organizational energy and potential
- Make a substantial contribution to the growth of the organization
- Exert a positive influence on the organizational climate
- Adapt effectively with organizational climate
- Display a broad grasp of the organization
- Identify organizational needs
- Encourage accountability throughout the organization
- Display an organized approach to the job
- Organize work well
- Organize effectively to achieve greater results
- Demonstrate a systematic approach in carrying out assignments
- Very orderly and systematic
- Methodical in planning and performing

PERFORMANCE QUALITIES-GENERAL

- Demonstrate consistently distinguished performance
- Generate greater success in highly complex situations
- Consistently exceed performance expectations
- Performance regularly exceeds job requirements
- Provide a competitive edge
- Not content with mediocrity
- Excel in cutting through confusion
- Turn risk situations into opportunities
- Not content with mediocrity
- Excel in cutting through confusion
- Turn risk situations into opportunities
- Turn competitive impulses into the most constructive channels
- Display industriousness, conscientiousness and diligence in performing tasks
- Possess all traits associated with excellence
- Excel in tedious research
- Recognize and accept personal assets and liabilities
- Display accurate self-perception of abilities
- Generate enthusiasm
- Extremely resourceful
- Recognize opportunities
- Demonstrate exceptional work habits
- Display strong work values
- Work diligently
- Extremely industrious
- Display a high energy potential
- Display strong perseverance
- Display persistent attention to the job
- Is precise and efficient
- Display concentrated effort
- Display refinement, character and objectivity
- Display trust and confidence

PERFORMANCE QUALITIES-GENERAL (CONT)

- Demonstrate credibility
- Faces conflicts with confidence
- Complete with confidence
- Extremely self-confident
- Radiate self-confidence
- Demonstrate positive self-concepts
- Excel in self-discipline
- Capitalize on basic strengths
- Effectively apply skills
- Maintain a high degree of involvement
- Develop success oriented approaches
- Display positive approaches
- Turn negative into positive
- Display positive attitude toward job and others
- Display zest and pleasure in work
- Maintain an optimistic outlook when faced with difficulties
- Excel in handling tough situations
- Develop positive expectations
- Develop realistic expectations
- Very performance conscious
- Set high standards of personal performance
- Receive and carry out tasks in a cooperative manner
- Contribute to the success of the department
- Share ideas and techniques
- Excel as a team player
- Project objectively
- Prevent personnel conflicts from reducing productivity
- Respond quickly to feedback

PERSONAL QUALIFICATIONS

- Fair, cheerful and follow businesslike procedures to accomplish objectives
- Display a pleasant, cheerful disposition
- Display natural charm and charisma
- Display a pleasant demeanor
- Have a calm, even temperament
- Stable, patient and steady
- Relaxed, confident, enjoyable
- Polished and poised
- Very cordial
- Display social grace
- Warm and genuine
- Sincere
- Display positive responses to negative situations
- Display positive, friendly and relaxed attitudes
- Use humor constructively
- Display keen wit
- Display a harmonious and cooperative spirit
- Possess a personal magnetism
- Display many positive character traits

PERSONAL QUALIFICATIONS (CONT)

- Display a winning personality
- Display a pleasing personality
- Display an enterprising personality
- Display an outgoing personality
- Display energizing optimism
- Project energy and enthusiasm

PLANNING

- Establish strategic plans for future success
- Propose plans of action which are timely, and realistic and positive
- Plan with a fresh perspective
- Plan, organize and complete tasks in the shortest, most efficient manner
- Effectively formulate strategies, tactics and action plans to achieve results
- Plan appropriate strategies to arrive at solutions
- Plan effectively for systematic results
- Excel in anticipating needs
- Develop innovative plans and solutions
- Meet or exceed standards for major responsibilities or objectives on time or ahead of schedule
- Keep comfortably ahead of work schedule
- Translate planning into reality
- Effectively establish task priorities
- Formulate plans and envisions goals
- Develop rational planning techniques
- Effectively implement plans with harmony and cooperation
- Excel in developing action plans
- Develop sound action plans
- Effectively put plans into action
- Excel in formulating and executing strategies
- Excel in strategy and action
- Effectively translate ideas into action
- Excel in developing strategic aims
- Develop strategic aims
- Effectively plan to avoid future problems
- Prevent problems from occurring
- Excel in problem prevention
- Excel in anticipatory management
- Excel in anticipating reactions
- Anticipate and resolve conflicts Plan for predictable resistance
- Develop innovative strategies
Develop positive strategies
- Develop effective strategies to attain good performance
- Create flexible plans to meet changing opportunities
- Constantly develop techniques to generate new strategic alternatives
- Plan for the unexpected
- Excel in developing "what if" scenarios

POTENTIAL

- Presently capable of assuming greater responsibility
- Possess a strong capacity to make a greater contribution to the organization
- Strongly qualified for advancement
- Display strong potential for advancement
- Need more responsibility to ensure continued satisfaction and career growth
- Display high management potential
- High potential employee
- Capable of assuming a greater leadership role
- Capable of distinguished performance in a higher level position
- Eager to assume greater responsibility in the department or elsewhere
- Demonstrate a strong ability to identify, analyze and solve problems
- Display an ability to solve problems, think, reason and learn
- Excel in developing innovative and creative solutions
- Develop creative and cost effective solutions
- Excel in creative problem solving
- Display a practical approach to solving problems
- Unusually decisive in handling difficult problems
- Effectively solve problems rather than symptoms
- Excel in identifying the real problems
- Excel in solving critical problems
- Solve problems before they become critical
- Excel in trouble shooting
- Work well with others in solving problems
- Translate problems into practical solutions
- Look upon problems as exciting challenges
- Turn problems into opportunities

PROFESSIONALISM

- Demonstrate an exceptional mastery of professional skills
- Demonstrate professional expertise
- Display well-oriented professional knowledge
- Seasoned professional
- Seek a higher degree of professional excellence
- Show concern about professional improvement
- Sustain a professional growth strategy
- Strive to grow professionally through continuous study and participation
- Closely follow professional trends
- Constantly seek to broaden professional horizons
- Maintain a high degree of professional participation
- Develop skills needed to maintain the highest standards of professional excellence
- Quality of work reflects high professional standards
- Write memos, letters and reports that reflect professional expertise
- Develop enduring professional relationships

PROFESSIONALISM (CONT)

- Provide subordinates with definite, positive assistance to correct professional difficulties
- Convey professionalism
- Display a professional pride
- Display high standards of professional behavior
- Demonstrate high standards of professional conduct
- Display a professional style
- Display a professional profile
- Maintain high professional ethics
- Follow ethical procedures
- Stimulate professionalism
- Engender respect for profession
- Display loyalty to profession

QUALITY

- Quality of work is consistently high
- Achieve the highest standard of excellence
- Show professional concern for quality work
- Emphasize on quality enhancement
- Promote quality awareness
- Recognize the importance of quality in providing a competitive edge
- Demonstrate accuracy, thoroughness and orderliness in performing work assignments
- Perform with unusual accuracy, thoroughness and effectiveness
- Committed to excellence
- Achieve consistent effectiveness
- Strive for state-of-the-art perfection
- Extremely neat
- Provide total quality assurance
- Display pride in work

QUANTITY

- Make a substantial contribution to the continued operation and growth of the organization
- Quantity of work is consistently high
- Perform at peak efficiency
- Maintain a peak performance
- Sustain a high achievement level
- Work at a high achievement level
- Perform at a high energy level
- Effectively expand energy
- Maintain unusually high output
- Fast and productive
- Perform with unusual speed at a high rate of output
- Exceed normal output standards
- Produce beyond normal expectations
- Constantly produce more than expected

RELATIONSHIP WITH OTHERS

- Excel in effective human relations
- Understand human behavior
- Identify and understand personal values of superiors, subordinates, peers, and others
- Recognize the needs of others
- Display a high degree of recognition, acceptance and prestige in dealing with others
- Make favorable impression and easily gains acceptance by others
- Make the best impression in every situation
- Convey a positive personal image
- Excel in obtaining enthusiastic commitments
- Gain management commitments
- Well accepted by others under difficult circumstances
- Work harmoniously and effectively with others
- Get along well with others
- Develop a strong working rapport with others
- Develop positive working relationships
- Develop mutual support
- Build a close rapport
- Build trust and rapport
- Build a climate of trust
- Excel in trust building
- Promote relationships of trust and respect
- Develop interpersonal trust
- Develop relationships based on dependability and honesty
- Build on mutual dependence and understanding
- Understand and know how to get along with coworkers
- Work effectively with others
- Establish effective working relationships
- Promote harmony among associates
- Attract the favorable attention of superiors
- Build positive relationships with superiors
- Work effectively with multiple superiors
- Convey considerable influence with superiors
- Establish credibility with superiors and subordinates
- Interact effectively with peers
- Display unconditional positive regard
- Convey positive influences
- Display geniuses in dealing with others
- Convey a willingness to help
- Excel in promoting team efforts
- An excellent team worker
- Exceptionally willing and successful as a team worker
- Generate synergy
- Encourage organization-wide cooperation
- Promote participative approaches
- Extremely cooperative with associates

RELATIONSHIP WITH OTHERS (CONT)

- Demonstrate an ability to relate
- Excel in sustaining concentration while avoiding confrontations
- Working well in cooperating with others for the benefit of the organization
- Promote cooperation
- Cooperative and constructive
- Exercise considerable influence
- Demonstrate strong interpersonal skills
- Display and interpersonal regard
- Display positive affectivity
- Respect the opinions of others

RESOURCEFULNESS

- Demonstrate self-reliance and resourcefulness
- Extremely resourceful and enthusiastic
- Maximize individual resources and energies
- Optimize the use of all available resources
- Make effective use of all organizational resources
- Achieve success when conformed with limited resources
- Effectively organize, assemble and arrange resources to meet goals
- Effectively match goals to resources
- Effectively match resources with objectives
- Effectively assess employee resources, strengths and competencies
- Develop resourceful solutions

RESPONSIBILITY

- Devote appropriate attention to all responsibilities
- Accept responsibility for own decisions and those of subordinates
- Assume responsibility for mistakes and shortcoming or subordinates
- Willing to accept ultimate responsibility
- Accept responsibility for compliance with rules and regulations
- Continue to seek and accept responsibility
- Seize responsibility
- Thrive on responsibility
- Take positive action to meet growing responsibility
- Take positive action to meet growing responsibility
- Delegate responsibility effectively
- Especially effective in assigning responsibility
- Build personal accountability
- Display a willingness to face conflicts
- Accept new job assignments willingly
- View new assignment as an opportunity for growth

STRESS MANAGEMENT

- Successfully cope with demands from superiors, subordinates and peace
- Successfully handle multiple demands from superiors and subordinates
- Perform effectively despite sudden deadlines and changing priorities
- Effectively handle competing priorities
 - Work effectively for multiple superiors
- Thrive on stressful situations
- Cope effectively with pressures and tensions
- Effectively handle stress and anxiety
- Handle crisis and emergencies with coolness
- Demonstrate coolness under stress
- Maintain coolness despite annoyances
- Show a strong resistance to annoyances
- Show finesse in situations of stress
- Perform well in crisis situations
- Perform well under pressure
- Work effectively in high pressure situations
- Work calmly in a turbulent environment
- Remain calm in crisis situations
- Remain calm under pressure
- Get things done calmly
- Display impressive poise under stress
- Show poise when under pressure
- Maintain personal composure in high stress situations
- Handle crises with composure
- Project composure
- Cope effectively with risk and uncertainty
- Adjust promptly and calmly to change
- Handle crises with composure
- Project composure
- Cope effectively with risk and uncertainty
- Adjust promptly and calmly to change
- Handle the unexpected with coolness
- Successfully cope with unlimited consequences
- Effectively manage stress
- Plan to deal effectively with anticipated stressful situations
- Capably handle potentially volatile situations
- Make positive use of stress to improve performance
- Make effective use of humor to ease tensions
- Remain in solid control
- Keep stress under control
- Gain control over job pressure
- Recognize the impact of stress and burnout on organizational effectiveness
- Know when to seek help
- Recognize the importance of sound physical and mental health for top performance
- Effectively balance the demands of job with private life

SUPERVISION

- Effectively motivate subordinates to exert the effort necessary to attain organizational goals
- Excel in the supervision and leadership of subordinates
- Maintain a work situation which stimulates the growth of individuals
- Strive to make more meaningful and challenging contributions to the betterment of the department
- Make certain that employees have a clear understanding of their responsibilities
- Effectively prevent over-staffing
- Establish realistic work demands
- Develop precise job expectations
- Divide work into manageable activities
- Ensure cost-efficient assignment of employees
- Effectively balance work flow
- Use job enrichment to improve productivity
- Expect and demand superior performance
- Place emphasis on results
- Excel in getting work done by others
- Optimize productivity
- Gain maximum productivity from employees
- Maximize the performance of people and equipment
- Make maximum use of personnel and equipment
- Give constant encouragement to subordinates
- Give constructive suggestions to subordinates
- Effectively coach subordinates toward achievement
- Bring out the best in employees
- Challenge the abilities of subordinates
- Recognize the important relationships between rewards, reinforcement and results
- Maximize the value of recognition and rewards
- Make effective use of constructive compliments
- Give proper recognition
- Excel in giving verbal praise
- Develop a climate providing motivation, participation and opportunities for employee initiative
- Promote an effective climate
- Encourage a climate for action
- Develop a spirit of teamwork
- Build cooperation
- Promote a comfortable, friendly organizational atmosphere
- Effectively communicate organizational policies and other information to subordinates
- Is readily accessible to subordinates
- Promote positive involvement
- Encourage active involvement of staff
- Receive full support from staff
- Stimulate individual participation
- Stimulate productive discussion sessions for positive action
- Effectively seek and obtain ideas

SUPERVISION (CONT)

- Show concern for the employee as a person
- Hire qualified people
- Give helpful guidance to new employees
- Show a sincere interest in employees and the solution to their problems
- Excel in effective coaching and counseling of subordinates
- Effectively use counseling techniques and skills
- Inspire voluntary support and guidance to employees
- Lend supports and guidance to employees
- Assist employees in career assessments
- Give sound, practical advice
- Guide employees to proper resources whenever help is needed
- Properly assert authority
- Effective in giving orders and directions
- Give clear instructions
- Avoid over-supervising
- Promotes a high degree of morale
- Strengthen morale
- Gain employee confidence
- Develop strong credibility with subordinates
- Understand different personalities and traits
- Show empathy
- Show genuine respect
- Show warmth and consideration
- Sensitive to the feelings of others
- Supervise firmly and fairly
- Fair and firm when dealing with subordinates
- Establish acceptable tolerance levels
- Overcome resistance to technological change
- Effectively handle employee problems and discontent
- Handle employee problems professionally
- Recognize and deals with signs of employee unrest
- Encourage constructive feedback
- Turn complaints into opportunities
- Maintain order and discipline
- Know when to reprimand
- Know when to ignore
- Know when to confront
- Handle disruptive behavior with firmness
- Settle disputes firmly
- Quickly settle disciplinary problems
- Take prompt corrective action
- Handle problems immediately
- Keep small situation from becoming big problems
- Use constructive discipline
- Effectively control employee absenteeism and tardiness
- Decisively handle chronic absenteeism
- Overcome personally conflicts

SUPERVISION (CONT)

- Capably manage the marginal performer
- Excel in revitalizing employees who are coasting
- Capably handle difficult people
- Capably handle resistance from staff members
- Deal effectively with resistance
- Effectively deal with mistakes and errors
- Cope effectively with misunderstanding
- Correct without criticizing
- Take positive steps to avoid recurrences of errors
- Keep informed of supervisory legal responsibilities
- Ensure that all personnel problems are properly documented to avoid litigation
- Take appropriate remedial action

TACT AND DIPLOMACY

- Display a high degree of tact and diplomacy
- Handle situations with poise, understanding and tact
- Deal tactfully with both lower and higher authority
Work well with others in the solution of mutual problems
- Respect the opinions, abilities and contributions of others
- Cooperative and open-minded in working with others
Effectively turn defensive situations into supportive relationships
 - Take appropriate action without offending
- Handle situations without raising antagonism or hostility
- Handle situation in a calm, objective manner
- Effectively resolve misunderstanding
- Accomplish results without creating friction
- Avoid arguments
- Handle confrontations with tact
- Disagree diplomatically
- Tactful in conflict situations
- Negotiate with tact
- Display trust and mutual understanding
- Employ procedures that reveal poise
- Accept constructive criticism
- Tactfully admit mistakes and errors
- Display proper etiquette
- Display grace and style
- Follow proper protocol
- Polite in all situations
- Display excellent mannerisms
- Convey sincere appreciation at every opportunity

TIME MANAGEMENT

- Achieve maximum time effectiveness
- Place a high value on time effectiveness
- Excel in priority determinations
- Distinguish between low and high priority activities
- Display a strong sense of priorities

TIME MANAGEMENT (CONT)

- Demonstrate effective allocation of time resources
- Concentrate on activities with a high payoff
- Concentrate on areas yielding the greatest return
- Focus on relevant issues
- Eliminate tasks which contribute the least to organizational goals
- Identify unessential activities
- Identify and eliminates time wasters
- Avoid time snares
- Use systematic methods to accomplish more in less time
- Delegate for maximum time effectiveness
- Set realistic time goals
- Make effective use of peak time periods
- Maximize peak times
- Use time productively
- Uses time wisely
- Make effective use of supervisor's time and resources
- Make effective use of travel time
- Make effective use of waiting time
- Maintain control over interruptions
- Effectively control telephone, visitors and other time traps
- Schedule all appointments
- Effectively use the calendar
- Effectively eliminate unnecessary paperwork
- Work smarter, not harder
- Make effective use of discretionary time
- Keep personal, family, and work life in proper perspective
- Avoid confusing activity with accomplishments

VERSATILITY

- Possess many talents and capabilities
- Demonstrate competence in many areas
- Has the ability to perform a wide range of assignments
- Successfully handle multiple projects at the same time
- Display versatile expertise
- Demonstrate diversified skills
- Extremely versatile
- Effectively handle special assignments
- Display flexibility in adapting to changing conditions
- Effectively cope with accelerating changes
- Flexible and open toward change
- Extremely valuable In providing back-up support for other jobs

WRITING ABILITY

- Write letters, memos and reports that command attention and achieve results
- Write with remarkable clarity and consistency
- Write precisely and effectively
- Write to convey a positive impression
- Write in a positive tone
- Write in a positive manner to reflect favorably upon the organization
- Write reports that achieve maximum impact
- Write with persuasion
- Write proposals that win approval
- Prepare persuasive presentations
- Prepare concise and meaningful reports
- Write to ensure readability
- Excel in converting complex information into simple, readable form
- Place emphasis on meaningful action words
- Possess a large vocabulary
- Demonstrate strong editing skills
- Demonstrate creative writing ability

