

**Homework Assignment #2:** 1) Read these handouts, 2) reflect on the skills and habits of mind you have, and 3) determine those you may need to cultivate or enlist in your new position. You may also include other types of “strengths” or “characteristics” language as you wish. These are simply a tool to encourage your reflection. We will use your reflections as the basis for an interactive discussion tomorrow.

### Habits of Mind

**Habits of Mind** are dispositions displayed by intelligent people in response to problems, dilemmas, and enigmas, the resolutions of which are not immediately apparent.

1. <b>Persisting:</b> <i>Stick to it!</i> Persevering in task through to completion; remaining focused.	2. <b>Managing Impulsivity:</b> <i>Take your Time!</i> Thinking before acting; remaining calm, thoughtful, and deliberative.
3. <b>Listening with understanding and empathy:</b> <i>Understand Others!</i> Devoting mental energy to another person’s thoughts and ideas; holding in abeyance one’s own thoughts in order to perceive another’s point of view and emotions.	4. <b>Thinking Flexibly:</b> <i>Look at it Another Way!</i> Being able to change perspectives, generate alternatives, consider options.
5. <b>Thinking about your Thinking (Metacognition):</b> <i>Know your knowing!</i> Being aware of one’s own thoughts, strategies, feelings and actions and their effects on others.	6. <b>Striving for accuracy and precision:</b> <i>Check it again!</i> A desire for exactness, fidelity and craftsmanship.
7. <b>Questioning and Problem Posing:</b> <i>How do you know?</i> Having a questioning attitude; knowing what data are needed and developing questioning strategies to produce those data. Finding problems to solve.	8. <b>Applying past knowledge to novel situations:</b> <i>Use what you Learn!</i> Accessing prior knowledge; transferring knowledge beyond the situation in which it was learned.
9. <b>Thinking and Communicating with clarity and Precision:</b> <i>Be clear!</i> Striving for accurate communication in both written and oral form; avoiding over generalizations, distortions and deletions.	10. <b>Gathering Data Through all Senses:</b> <i>Use your natural pathways!</i> Gathering data through all the sensory pathways—gustatory, olfactory, tactile, kinesthetic, auditory and visual.
11. <b>Creating, imagining, and innovating</b> <i>Try a different way!</i> Generating new and novel ideas, fluency, originality.	12. <b>Responding with Wonderment and awe:</b> <i>Have fun figuring it out!</i> Finding the world awesome, mysterious and being intrigued with phenomena and beauty.
13. <b>Taking Responsible Risks:</b> <i>Venture Out!</i> Being adventuresome; living on the edge of one’s competence.	14. <b>Finding Humor:</b> <i>Laugh a little!</i> Finding the whimsical, incongruous and unexpected. Being able to laugh at oneself.
15. <b>Thinking Interdependently:</b> <i>Work together!</i> Being able to work with and learn from others in reciprocal situations.	16. <b>Remaining Open to Continuous Learning:</b> <i>Learn from experiences!</i> Having humility and pride when admitting we don’t know; resisting complacency.

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# Transferable Skills Checklist

## **Interpersonal skills**

able to interact successfully with a wide range of people; knows how to interpret and use body language

## **Oral communication skills**

presents information and ideas clearly and concisely, with content and style appropriate for the audience (whether one-to-one or in a group); presents opinions and ideas in an open, objective way

## **Public speaking skills**

able to make formal presentations; presents ideas, positions and problems in an interesting way

## **Counseling skills**

responds to what others have said in a non-judgmental way ("active listening"); builds trust and openness with others

## **Coaching / mentoring skills**

gives feedback in a constructive way; helps others to increase their knowledge or skills

## **Teaching / training skills**

able to help others gain knowledge and skills; able to create an effective learning environment

## **Supervising skills**

delegates responsibilities and establishes an appropriate system of accountability; able to monitor progress and assess the quality of job performance of others

## **Leadership skills**

motivates and empowers others to act; inspires trust and respect in others

## **Persuading skills**

communicates effectively to justify a position or influence a decision; able to sell products or promote ideas

## **Negotiating skills**

able to negotiate skillfully; knows how and when to make compromises

## **Mediation skills**

able to resolve conflicts that stems from different perspectives or interests; able to deal with conflict in an open, honest and positive way

## **Interviewing skills**

asks and responds to questions effectively; able to make others feel relaxed and to create a feeling of trust

## **Customer service skills**

able to build a relationship of mutual trust with clients; able to handle complaints and concerns in a sensitive way

## **Care-giving skills**

able to empathize with others; able to give sensitive care to people who are sick or elderly or who have severe disabilities

## **Analytical / logical thinking skills**

able to draw specific conclusions from a set of general observations or from a set of specific facts; able to synthesize information and ideas

## **Critical thinking skills**

able to review different points of view or ideas and make objective judgments; investigates all possible solutions to a problem, weighing the pros and cons

## **Creative thinking skills**

able to generate new ideas, invent new things, create new images or designs; find new solutions to problems; able to use wit and humor effectively

## **Problem-solving skills**

able to clarify the nature of a problem, evaluate alternatives, propose viable solutions and determine the outcome of the various options

## **Decision-making skills**

able to identify all possible options, weigh the pros and cons, assess feasibility and choose the most viable option

## **Planning skills**

able to plan projects, events and programs; able to establish objectives and needs, evaluates options, chooses best option

## **Organizational skills**

able to organize information, people or things in a systematic way; able to establish priorities and meet deadlines

## **Advanced writing skills**

able to select, interpret, organize and synthesize key ideas; able to edit a written text to ensure that the message is as clear, concise and accurate as possible

## **Research skills**

knows how to find and collect relevant background information; able to analyze data, summarize findings and write a report

## **Financial skills**

able to keep accurate financial records; able to manage a budget (that is, preparing sound budgets and monitoring expenses)

## **Language skills**

functionally bilingual; able to translate and/or interpret in a given language

## **Advanced computer skills**

able to use a variety of software programs; knowledge about desk-top publishing or web design

## **Technological skills**

understands technical systems and operates effectively within them; understands technical specifications; reads technical manuals with ease

## **Performing skills**

able to make presentations for video or television in an interesting way; able to entertain, amuse and inspire an audience

## **Artistic skills**

uses color and design creatively; able to design displays and publicity material (print, video, Internet)

## **Perceptual skills**

able to visualize new formats and shapes; able to estimate physical space

## **Mechanical skills**

able to install, operate and monitor the performance of equipment and mechanical devices; able to repair mechanical devices

## **Adaptability skills**

capacity to adapt to new situations and settings and to tolerate change well; flexibility to adapt to the needs of the moment

## **Administrative / clerical skills**

able to operate computers and other basic office equipment; able to design and maintain filing and control systems