

Career & Professional Skills in Your Online Courses

All courses in your Geneva College Online program will provide you an opportunity to develop valuable skills that can positively influence your professional and career development. Each course at Geneva provides numerous opportunities to develop skills employers desire in their employees and job candidates in areas including, but not limited to, written communication, research, critical thinking, and decision-making. However, targeted skills sets are developed through the learning in particular courses.

Each course's outcomes will include a minimum of three to five of the following skills which you can add to your bank of professional assets as you successfully complete courses in your degree program.

Conflict Resolution Skills



Effective in establishing and maintaining productive and positive working relationships

Verbal Communication Skills



Skilled in exchanging information through verbal or non-verbal cues

Coaching Skills



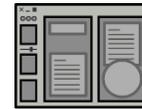
Ability to motivate and empower individuals and groups to greater participation, commitment, and high standards of performance

Research Skills



Skillful in compiling, organizing, and using data to enhance planning and effectiveness

Design Skills



Creation of a plan or convention for the construction of an object, system or measurable human interaction

Operational Skills



Skillful in proper use of tools, hardware, software, and equipment to ensure optimal functioning

Cultural/Social Sensitivity



Effective in establishing and maintaining productive and positive working relationships with diverse audiences

Written Communication Skills



Ability to organize knowledge and beliefs into convincing arguments, and to convey meaning through well-constructed text

Decision-Making Skills



Skilled in initiating, structuring, and carrying out steps to complete projects and tasks

Categorizing/Classifying Skills



Skillful in compiling, organizing, and using data to enhance planning and effectiveness

Synthesize/Integrate



Adept at forming structures, patterns, and connections from information, ideas, and images

Observation Skills



Adept at using eyes, hands, and the body with precision and skill in the physical world

Training Skills



Skillful in developing and helping individuals and groups achieve personal and professional goals

Persuasive Communication Skills



Adept at using information, ideas, and influence to affect a desired outcome

Team-Building skills



Ability to motivate and empower individuals and groups to greater participation, commitment, and higher standards of performance

Problem Solving Skills

$\sum_{i=1}^n i = \frac{n(n+1)}{2}$
Ability to identify and define problems and solutions

Composition Skills



Ability to express an inner ideal into an artistic, creative, or aesthetic form

Inspection/Repair Skills



Proficient in assembling a product, building, or physical object or returning something to its original state

Collaboration Skills



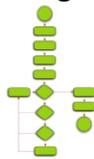
Skillful in collaborating with others to identify problems, provide advice, and develop agreeable solutions

Consultation Skills



Skillful in seeking outside opinions and thoughts to synthesize into one's desired course of action

Organization/Planning Skills



Skillful in creating a strategic vision and motivating others to achieve excellence in performance

Estimating/Forecasting Skills



Skillful in performing numerical and statistical calculations to provide useful information