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**
Abilities 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.

**Categorizing/Classifying Skills**
Skillful in compiling, organizing, and using data to enhance planning and effectiveness.

**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.

**Synthesize/Integrate**
Adept at forming structures, patterns, and connections from information, ideas, and images.

**Cultural/Social Sensitivity**
Effective in establishing and maintaining productive and positive working relationships with diverse audiences.

**Observation Skills**
Adept at using eyes, hands, and the body with precision and skill in the physical world.
<table>
<thead>
<tr>
<th>Training Skills</th>
<th>Persuasive Communication Skills</th>
<th>Team-Building Skills</th>
<th>Problem Solving Skills</th>
<th>Composition Skills</th>
<th>Inspection/Repair Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skillful in developing and helping individuals and groups achieve personal and professional goals</td>
<td>Skillful in seeking outside opinions and thoughts to synthesize into one’s desired course of action</td>
<td>Ability to motivate and empower individuals and groups to greater participation, commitment, and higher standards of performance</td>
<td>Ability to identify and define problems and solutions</td>
<td>Skillful in expressing an inner ideal into an artistic, creative, or aesthetic form</td>
<td>Proficient in assembling a product, building, or physical object or returning something to its original state</td>
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</tbody>
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<tr>
<th>Collaboration Skills</th>
<th>Consultation Skills</th>
<th>Organization/Planning Skills</th>
<th>Estimating/Forecasting Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skillful in collaborating with others to identify problems, provide advice, and develop agreeable solutions</td>
<td>Skillful in seeking outside opinions and thoughts to synthesize into one’s desired course of action</td>
<td>Skillful in creating a strategic vision and motivating others to achieve excellence in performance</td>
<td>Skillful in performing numerical and statistical calculations to provide useful information</td>
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