

Skills for Any Professional Career

Establishing a Work Ethic

Kick Yourself in the Butt • Be Honest • Manage Your Time • Manage Your Money

Developing Physical Skills

Stay Well • Look Good • Type 35 WPM Error Free • Take Legible Notes

Communicating Verbally

Converse One-on-One • Present to Groups • Use Visual Displays

Communicating in Writing

Write Well • Edit and Proof • Use Word-Processing Tools • Send Information Electronically

Working Directly with People

Build Good Relationships • Work in Teams • Teach Others

Influencing People

Manage Efficiently • Sell Successfully • Politick Wisely • Lead Effectively

Gathering Information

Use Library Holdings • Use Commercial Databases • Search the Web • Conduct Interviews • Use Surveys • Keep and Use Records

Using Quantitative Tools

Use Numbers • Use Graphs and Tables • Use Spreadsheet Programs

Asking and Answering the Right Questions

Detect BS • Pay Attention to Detail • Apply Knowledge • Evaluate Actions and Policies

Solving Problems

Identify Problems • Develop Solutions • Launch Solutions

Based on Bill Coplin's *10 Things Employers Want You to Learn in College* (Ten Speed Press, 2003) Dr. Coplin is Director of the Public Affairs Program of the Maxwell School of Citizenship and Public Affairs and the College of Arts and Science of Syracuse University. Contact him at wdcoplin@syr.edu. Additional material can be obtained from the book link on tenspeed.com. Supporting teaching material for high school and college, including this page, can be downloaded free of charge from

<http://sites.maxwell.syr.edu/GenuineDoGooder>.