

Sometimes it's hard to find the right word. Here are a few that might help.

Adapting (to change, new situations)	Motivating (myself, others, teams)
Assessing (situations, staff)	Negotiating
Being (assertive, creative, diplomatic)	Operating (equipment)
Coaching	Organising
Communicating	Persuading
Coordinating	Planning
Coping	Preparing (accounts, reports)
Delegating	Presenting (ideas, information)
Designing (and drawing)	Prioritising
Explaining	Problem solving
Expressing (views, opinions, concepts)	Processing (data, orders)
Finding (information, solutions)	Providing (services, solutions)
Fixing	Recording
Following instructions	Reporting
Giving (advice, support, instructions)	Setting (priorities, targets)
Handling (information, money, people)	Supervising
Instructing	Supporting
Leading	Taking (decisions, notes)
Learning	Teaching
Listening	Team (building, working)
Making (decisions, plans, things)	Understanding (how other people feel, maps, diagrams)
Managing (people, time, difficult situations, change)	Updating
Measuring	Using (computers, a keyboard, computer programs, initiative)
Meeting (deadlines, targets, people)	Working (independently, in a team)
Mentoring	Writing (reports, letters, presentations)