








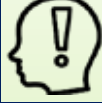











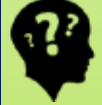


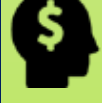




Soft Skills

	<p>Acceptance of criticism <i>I accept comments with the aim of improving my work</i> Ability to take comments and remarks with the aim of improving one's work</p>		<p>Spirit of analysis <i>I analyse problems to find solutions</i> Ability to reflect and show logic and judgement in relation to decisions, to evaluate problems or situations by carrying out the necessary research and analysing the various components.</p>		<p>Tidiness <i>A place for everything and everything in its place</i> Ability to tidy things away, in an organised and systematic manner, into specific places</p>
	<p>Assertiveness <i>No aggression, submission, or manipulation</i> The ability to express oneself and stand up for one's rights without trampling over those of others</p>		<p>Team spirit <i>One for all and all for one!</i> Ability to create links with team members in a common spirit of cooperation, while prioritising the success of the group</p>		<p>Perseverance <i>I make the necessary effort to finish my work</i> Ability to carry out a long-term task, often making additional efforts, and not to give up in the face of obstacles</p>
	<p>Diligence <i>I'm loyal to my job</i> Ability to guarantee a regular, sustained active presence</p>		<p>Ability to adapt <i>I keep up to date</i> Ability to accept and integrate changes and to adapt positively to people and the environment</p>		<p>Presentation <i>I've got the look for the job</i> Ability to dress and behave appropriately for the working environment and the job in question.</p>
	<p>Attention <i>I focus on my work</i> Ability to concentrate one's mind willingly on a specific object or task</p>		<p>Reliability <i>I inspire confidence</i> Ability to inspire confidence in others through one's actions</p>		<p>Abiding by the rules <i>I take the rules seriously</i> Ability to comply with instructions, regulations, administrative procedures, and operating rules</p>
	<p>Autonomy <i>I steer my own ship</i> Ability to handle oneself according to one's responsibilities, in such a way as to carry out actions at the right time in a specific context</p>		<p>Personal hygiene <i>I look after myself</i> Ability to take care of one's personal hygiene and keep one's clothes clean and tidy</p>		<p>Sense of ethics <i>I am true to the values of my job</i> Individual capacity to act according to the values of the job in order to come to the most appropriate decision in a given situation</p>
	<p>Decision-making ability <i>I make firm decisions</i> Ability to be decisive, to make decisions, given a set of facts</p>		<p>Initiative <i>I'm not afraid to be proactive</i> Ability to take matters in hand, to take calculated risks, and be proactive while anticipating needs and demands independently, without receiving instructions or directives, in order to make a situation move forward.</p>		<p>Sense of organisation <i>I plan, prepare and organise my work to meet deadlines</i> Ability to manage one's work efficiently and rationally and to plan tasks to be carried out within a specific timescale</p>
	<p>Communication <i>Message received? Loud and clear</i> Ability to relate to others, to pass a message on to someone else while adapting to the individual and the circumstances</p>		<p>Innovation <i>I solve problems with originality and efficiency</i> Ability to innovate when solving problems</p>		<p>Sense of responsibility <i>I take the consequences of the decisions arising from my tasks</i> Ability to act responsibly and to take the relevant decisions taking one's intervention capacities into account</p>
	<p>Intellectual curiosity <i>I am intellectually curious about things that relate to my job</i> Ability to extend one's field of knowledge, to be open-minded, to keep acquiring new knowledge, and to learn from experience</p>		<p>Self-control <i>I keep cool in all circumstances</i> Ability to deal with unusual situations and stay cool without becoming emotional</p>		<p>Care <i>My work is clean, clear, and careful</i> Ability to care about the cleanliness, clearness and minutiae of the tasks carried out</p>
	<p>Efficiency <i>I achieve my objectives on time with the given resources</i> Ability to produce the required results on time and achieve the objectives set</p>		<p>Motivation <i>I am enthusiastic about carrying out my tasks</i> Having energy and vitality and displaying interest and enthusiasm for an occupational task</p>		<p>Tolerance <i>I accept differences</i> Ability to respect the freedom of others, their ways of thinking and acting and their political and religious opinions</p>

