

Core Skills and Competencies for Personal Success in the Lifelong Learning Age

Generic	❖ Skill/Competency	A	B	C
Self-management skills	❖ Being determined to fulfil personal potential ❖ Continuously developing personal skills and confidence ❖ Setting and achieving realistic personal targets ❖ Purposeful introspection ❖ Maintaining perspective and a sense of humour			
Handling and interpreting information	❑ Using information technology tools and techniques ❑ Collecting, storing, analysing and combining information ❑ Recognising patterns and links and acting appropriately			
Applying new knowledge into practice	• Seeing the connection between theory and practice, • Transforming knowledge into action • Continually wanting to improve procedures, Processes and situations			
Learning to learn	➤ Staying open to new knowledge and new learning techniques ➤ Identifying and using sources of knowledge ➤ Relating learning to personal objectives			
Questioning, reasoning and critical judgement	✓ Recognising and embracing quality in all areas of life ✓ Analysing information and seeing through false argument ✓ Never being satisfied with the status quo ✓ Detecting manipulation by authorities and media			
Management and Communication skills	▪ Expressing oneself clearly orally and verbally in formal and informal situations ▪ Persuading others ▪ Listening to others ▪ Helping others to help themselves			
Thinking skills and Creativity	• Using Creativity and Imagination to solve problems • Thinking ‘out of the box’ • Anticipating situations and developing forward vision			
Adaptability, flexibility and versatility	✓ Facing change with confidence ✓ Adapting to new situations and tasks ✓ Being ready to change personal direction ✓ Keeping an open mind			
Team work	➤ Sharing information and knowledge, ➤ Receiving information and knowledge ➤ Participating in goal-setting ➤ Achieving common goals			
Lifelong Learning	▪ Continuously upgrading personal skills, knowledge and competence ▪ Cherishing the habit of learning ▪ Contributing to the learning of others			

Use the boxes on the right hand side to self-assess your own competence or to assess others in each item
A= fulfils this completely B= Needs some more work but getting there C= A long way to go
(Norman Longworth, norman.longworth@losmasos.com)