

Professional Assets

Communication

Written

- Newsletters
- Letters
- Proposals
- Reports
- Speeches
- Position papers
- Manuals
- Press releases
- Assessment / analytical
- Articles for periodicals and publications
- Marketing and sales / promotional pieces.

Oral

- Speeches, public speaking
- Conversation
- Seminars
- Conferences
- Presentations
- Workshops
- Meeting participation
- Lectures
- Arbitration
- Negotiation
- Interviewing
- Training, teaching
- Networking
- Human resources / labor relations

Non-Verbal

- Eye Contact
- Body Language
- Professional Attire
- Hand Shake
- Smile
- Hygiene
- Attention Span
- Composure & Poise

Online

- Facebook
- Linked-In
- Other Social Media
- Web Site Content or Design

Problem Solving

Trouble Shooting

- Problem identification
- Problem analysis
- Problem resolution

Personnel

- Employee morale and satisfaction
- Productivity and efficiency
- Work simplification and work flow improvement

Customer and Public Relations

- Liaison and coordination
- Improvement in customer service and satisfaction
- Client support

Supervision & Management

- Establishing goals and policies
- Analysis, evaluation, review
- Setting standards and criteria
- Establishing controls
- Training
- Personnel development
- Leadership, motivation
- Decision-making
- Operations and operating procedures
- Developing structural organization

- Planning
- Organizing
- Recruiting, hiring, and terminating
- Performance evaluation
- Delegation
- Discipline
- Problem-solving
- Conflict resolution
- Anticipating and responding to change
- Setting checkpoints and deadlines
- Taking corrective actions
- Team building

Innovation, Creation & Development

- Products
- Processes
- Methods
- Programs
- Procedures
- Promotional ideas
- Strategies
- Designs

Planning

- Setting and defining objectives and goals
- Establishing priorities
- Analysis of programs and systems
- Forecasting
- Scheduling
- Determination of manpower
- Materials and budget requirements
- Development of policies, strategies, programs, procedures, etc.

Organizing

- Defining responsibility and authority
- Developing structural organization
- Determining work assignments
- Implementation, administration

Delegating

- Establishing work groups (teams, tasks forces, committees)
- Coordination of work production
- Reorganization and streamlining of methods, procedures, programs

Brainstorm some more
of your own...