

Cappfinity

80 Skills Set

Skills definitions

 Action You feel compelled to act immediately and decisively.	 Competitive You are always competing to win, wanting to perform better than others.
 Adaptable You love to meet changing demands and find the best fit.	 Connector You spot connections between people, making links and introductions.
 Adherence You love to follow processes, operating firmly within rules.	 Counterpoint You always bring a different viewpoint to others, whatever the context.
 Adventure You love to take risks and stretch yourself outside your comfort zone.	 Courage You overcome your fears and do what you want to do in spite of them.
 Analysis You love to analyse things, working out what is happening and why.	 Creativity You strive to produce original work by combining things imaginatively.
 Approachable You are open and accessible, readily approachable to others.	 Credibility You gain the confidence and trust of others with your professionalism.
 Authenticity You are always true to yourself, even in the face of pressure.	 Curiosity You are interested in everything, always seeking out new information.
 Bounceback You use setbacks as springboards to go on and achieve even more.	 Customer Champion You love to represent customers' and stakeholders' interests.
 Business Thinker You have a keen interest in business, understanding how it operates.	 Detail You naturally focus on the small things that others easily miss.
 Catalyst You love to motivate and inspire others to make things happen.	 Diligence You stay focused on repetitive tasks, double-checking things.
 Centred You have an inner composure and self-assurance, whatever the situation.	 Drive You are very self-motivated, and push yourself hard.
 Change Agent You are always involved with change by advocating and making it happen.	 Emotional Awareness You are acutely aware of the emotions and feelings of others.
 Collaboration You enjoy achieving results by working as part of a team.	 Empathic You feel connected to others by understanding what they are feeling.
 Commercial Insight You are focused on bottom-line impact and commercial success.	 Enabler You create the conditions for people to grow and develop for themselves.
 Compassion You really care about others, doing all you can to help and sympathise.	 Equality You ensure that everyone is treated equally and pay attention to fairness.

 Esteem Builder You love to help others to believe in themselves.	 Learning Agility You learn things quickly, applying your learning in new situations.
 Explainer You easily simplify things so that others can understand.	 Legacy You love to create things that will outlast you and are sustainable.
 Feedback You provide fair and accurate feedback so others can develop.	 Listener You love to focus on and listen intently to what people say.
 Gratitude You are constantly thankful for the positive things in your life.	 Mission You pursue things which give you a sense of meaning and purpose.
 Growth You always look for ways to grow and develop, whatever you are doing.	 Moral Compass You strive to act in accordance with what you believe is right.
 Humility You stay in the background, giving others credit for your contributions.	 Narrator You love to tell stories and see the power of them to convey insights.
 Humor You see the funny side of almost everything - and make a joke of it.	 Opportunity Spotter You consistently find and grasp new opportunities as they arise.
 Implementer You love to turn ideas and plans into practical solutions.	 Optimism You always maintain a positive attitude and outlook on life.
 Improver You constantly look for better ways of doing things.	 Orchestrator You like to co-ordinate people and resources to get things done.
 Incisive You instinctively see through complexity to identify the key issues.	 Organiser You are exceptionally well-organised in everything you do.
 Inclusion You ensure people are included and feel part of the group or team.	 Pace You love to work at pace, getting things done quickly.
 Incubator You love to think deeply about things to arrive at the best conclusion.	 Performance Focus You enjoy ensuring people deliver performance.
 Initiative You take the initiative and make decisions, to get things started.	 Persistence You achieve success by keeping going, even when things are difficult.
 Innovation You approach things in ingenious and new ways.	 Personal Responsibility You take ownership of your decisions and are always accountable.
 Judgement You enjoy making decisions and can make the right decision quickly.	 Personalisation You recognise everyone as unique, noticing their subtle differences.

 Persuasion You enjoy bringing others round to your way of thinking.	 Self-belief You are confident in your abilities, knowing you can achieve your goals.
 Planner You make plans for everything you do, covering all eventualities.	 Service You are constantly looking for ways to serve and help others.
 Prevention You think ahead, to anticipate and prevent problems before they happen.	 Social Adaptability You naturally adapt your behaviour to different social situations.
 Pride You strive to produce work that is of the highest standard and quality.	 Spotlight You love to be the focus of everyone's attention by speaking up.
 Rapport Builder You establish rapport and relationships with others quickly and easily.	 Strategic Awareness You pay attention to the wider factors and bigger picture.
 Relationship Deepener You have a natural ability to form deep, long lasting relationships.	 Technology Focus You focus on technology, keeping up to date with new developments.
 Relationship Manager You build and maintain relationships with people to achieve objectives.	 Time Optimiser You maximise your time, to get the most out of the time you have available.
 Resilience You take hardships in your stride, recovering quickly and moving on.	 Unconditionality You accept people for who they are, without ever needing to judge them.
 Resolver You love to solve problems, the more difficult the better.	 Work Ethic You are very hard working, putting a lot of effort into everything.
 Self-awareness You know yourself well, understanding your own emotions and behaviour.	 Writer You love to write, conveying thoughts and ideas in the written word.