

Financial Skills				
Accounts Receivable				
Accounts Payable				
Payroll Processing				
Budgeting				
Financial Analysis				
Cost Accounting				
Forecasting				
Tracking and Management				
Cash-Flow Analysis				
Breakeven Analysis				
Quantitative Analysis				
Other:				
Supervisory Skills				
Hiring				
Coaching				
Delegating				
Setting Goals and Objectives				
Assessing Performance				
Leading				
Motivating				
Training and Support Development				
Analyzing Work Flow and Processes				
Recruiting and Retention				
Other:				
Management Skills				
Managing Change				
Managing Customers, Internal and/or External				
Project Management				
Managing Upward				
Solving Business Problems				
Business Analysis, Critical Thinking				
Internal Consulting and Networking				
Vendor Management				
Tactical Planning				
Creative Thinking, Brainstorming				
Teamwork Skills				
Group Problem Solving				
Keeping Teams on Target				
Working with a Virtual Team				
Assuming Team Membership Roles				
Collaborating				
Other:				

