

Hard Skills List

Management:

Budgeting	Business Planning	Business Re-engineering
Change Management	Consolidation	Cost Control
Decision Making	Developing Policies	Diversification
Employee Evaluation	Financing	Government Relations
Hiring	International Management	Investor Relations
IPO	Joint Ventures	Labour Relations
Merger & Acquisitions	Multi-sites Management	Negotiation
Profit & Loss	Organizational Development	Project Management
Staff Development	Strategic Partnership	Strategic Planning
Supervision		

Operations:

Bidding	Call Centre Operations	Continuous Improvement
Contract Management	Environmental Protection	Facility Management
Inventory Control	Manpower Planning	Operations Research
Outsourcing	Policies & Procedures	Project Co-ordination
Project Management		

Production:

Equipment Design	Equipment Maintenance & Repair	
Equipment Management	ISO 9XXX / 1XXXXX	TQM
Order Processing	Plant Design & Layout	Process Engineering
Production Planning	Quality Assurance	Safety Engineering

Logistics:

Distribution	Transportation	JIT
Purchasing & Procurement	Shipping	Traffic Management
Warehousing		

Research & Development:

Design & Specification	Diagnostics	Feasibility Studies
Field Studies	Lab Management	Lab Design
New Equipment Design	Patent Application	Product Development
Product Testing	Prototype Development	R&D Management
Simulation Dev.	Statistical Analysis	Technical Writing

Sales:

Account Management	B2B	Contract Negotiation
Customer Relations	Customer Service	Direct Sales
Distributor Relations	E-Commerce	Forecasting
Incentive Programs	International Business Development	
International Expansion	New Account Development	Proposal Writing
Product Demonstrations	Telemarketing	Trade Shows
Sales Administration	Sales Analysis	Sales Kits
Sales Management	Salespersons Recruitment	Show Room Management
Sales Support	Sales Training	

Marketing:

Advertising	Brand Management	Channel Marketing
Competitive Analysis	Copywriting	Corporate Identity
Image Development	Logo Development	Market Research & Analysis
Marketing Communication	Marketing Plan	Marketing promotions
Media Buying/Evaluation	Media Relations	Merchandising
New Product Development	Online Marketing	Packaging
Pricing	Product Launch	

Administration:

Contract Negotiation	Equipment Purchasing	Forms and Methods
Leases	Mailroom Management	Office Management
Policies & Procedures	Reception	Records Management
Security	Space Planning	Word Processing

Legal:

Contract Preparation	Copyrights & Trademarks	Corporate Law
Company Secretary	Employment Ordinance	IPO
Intellectual Property	International Agreements	Licensing
Mergers & Acquisitions	Patents	Shareholder proxies
Stock Administration		

Finance & Accounting:

Accounting Management	Accounts Payable	Venture Capital Relations
Accounts Receivable	Acquisitions & Mergers	Actuarial/Rating Analysis
Auditing	Banking Relations	Budget Control
Capital Budgeting	Capital Investment	Cash Management
Cost Accounting	Cost Control	Credit/Collections
Debt Negotiations	Equity/Debt Management	Feasibility Studies
Financial Analysis	Financial Reporting	Financing
Forecasting	Foreign Exchange	General Ledger
Insurance	Internal Controls	Investor Relations
IPO	Lending	Lines of Credit
Management Reporting	Payroll	Fund Management
Profit Planning	Risk Management	Stockholder Relations
Tax	Treasury	Investor Presentations

Human Resources:

Arbitration/Mediation	Career Counseling	Career Coaching
Classified Advertisements	Company Orientation	Workforce Forecast/Planning
Compensation & Benefits	Corporate Culture	Training Administration
Employee Discipline	Employee Selection	Executive Recruiting
Grievance Resolution	Human Resources Management	
Industrial Relations	Job Analysis	Labour Negotiations
Outplacement	Performance Appraisal	Salary Administration
Succession Planning	Team Building	Training

Information Technology:

Algorithm Development	Application Database Administration	
Applications Development	Business Systems Planning	Web Site Editor
Capacity Planning	CRM	CAD
EDI	Enterprise Asset Management	EAP
Enterprise Resource Planning ERP		Hardware Management
Information Management	Integration Software	Intranet Development
Languages – JAVA, C+++, etc		Portal Design/Development
Software Customization	Software Development	System Analysis
System Design	System Development	Technical Evangelism
Technical Support	Technical Writing	Telecommunications
Tracking System	UNIX	Usability Engineering
User Education	User Documentation	User Interface
Vendor Sourcing	Voice & Data Communications	
Web Development/Design	Web Site Content Writer	Word Processing

Creative:

Character Development	Creative Writing	Drawing
Musical Composition	Story Line Development	Visual Composition

Design:

Colour Theory	Dreamweaver	Flash
Freehand	Illustrator	Photoshop
Picasa	Corel Draw	Typography
Print Design & Layout	Photography	

Public Relation:

B2B Communication	Community Relations	Speech Writing
Corporate Image	Corporate Philanthropy	Corporate Publications
Corporate Relations	Employee Communication	Event Planning
Fund Raising	Government Relations	Investor Collateral
Media Presentations	Press Release	Risk Mgt Communication