

National Association of Colleges and Employers Key Attributes - 2020

NACE Website

SI NO	Attributes	LinkedIn Learning Courses
1	<p><b>Problem-solving skills</b></p>	<p> <a href="#">Take a More Creative Approach to Problem-Solving</a>  <a href="#">Problem Solving Techniques</a>  <a href="#">Solving Business Problems</a>  <a href="#">Crafting Problem and Solution Statements</a>  <a href="#">Customer Service: Problem Solving and Troubleshooting</a>  <a href="#">Business Resilience</a>  <a href="#">Cultivating a Growth Market</a>  <a href="#">Decision-Making Strategies</a>  <a href="#">Delivering Results Effectively</a>  <a href="#">Enhancing Resilience</a>  <a href="#">Ideas that Resonate</a>  <a href="#">Improving Your Judgment</a>  <a href="#">Learning Agility</a>  <a href="#">Simplifying Business Processes</a>  <a href="#">Learning from Failure</a>  <a href="#">Making Decisions</a>  <a href="#">Process Improvement Foundations</a>  <a href="#">Successful Goal Setting</a>  <a href="#">Sheryl Sandberg and Adam Grant on Option B: Building Resilience</a>  <a href="#">Monday Productivity Pointers</a>  <a href="#">Enhancing Your Productivity</a>  <a href="#">Time-Tested Methods for Making Complex Decisions</a>  <a href="#">Powerless to Powerful: Taking Control</a>  <a href="#">Cultivating Mental Agility</a>  <a href="#">Executive Decision Making</a>  <a href="#">Making Quick Decisions</a>  <a href="#">Using Questions to Foster Critical Thinking and Curiosity</a>  <a href="#">Fred Kofman on Making Commitments</a>  <a href="#">Developing a Learning Mindset</a>  <a href="#">A3 Problem Solving for Continuous Improvement</a>  <a href="#">Project Management: Solving Common Project Problems</a>  <a href="#">Critical Thinking</a> </p>
2	<p><b>Ability to work in a team</b></p>	<p> <a href="#">Building Your Team</a>  <a href="#">Teamwork Foundations</a>  <a href="#">Presenting as a Team</a>  <a href="#">Managing Teams</a>  <a href="#">Leading and Working in Teams</a>  <a href="#">Building High-Performance Teams</a>  <a href="#">Leading Inclusive Teams</a>  <a href="#">Dream Teams: Working Together Without Falling Apart (Blinkist Summary)</a>  <a href="#">Boosting Your Team's Productivity</a>  <a href="#">Working on a Cross-Functional Team</a>  <a href="#">Collaboration Principles and Process</a>  <a href="#">Developing Self-Awareness</a>  <a href="#">Developing Your Emotional Intelligence</a>  <a href="#">Developing Your Professional Image</a>  <a href="#">Effective Listening</a>  <a href="#">Leading Inclusive Teams</a>  <a href="#">Building Trust</a>  <a href="#">Collaborative Design: Managing a Team</a>  <a href="#">Giving and Receiving Feedback</a>  <a href="#">Improving Your Listening Skills</a>  <a href="#">Business Collaboration in the Modern Workplace</a>  <a href="#">Facilitation Skills for Managers and Leaders</a>  <a href="#">Be a Better Manager by Motivating Your Team</a> </p>

3	<b>Strong work ethic</b>	<a href="#">Business Ethics</a> <a href="#">The Rules of Work (getAbstract Summary)</a> <a href="#">Data Ethics: Managing Your Private Customer Data</a> <a href="#">Values and Ethics: Case Studies in Action</a> <a href="#">Project Management Foundations: Ethics</a>
4	<b>Analytical/quantitative skills</b>	<a href="#">The Essential Elements of Predictive Analytics and Data Mining</a> <a href="#">Learning Data Analytics</a> <a href="#">Google Analytics Essential Training</a> <a href="#">Data Analytics for Business Professionals</a> <a href="#">LinkedIn Learning Highlights: Data Science and Analytics</a> <a href="#">Learning Web Analytics</a>
5	<b>Communication skills (written)</b>	<a href="#">Tips for Better Business Writing</a> <a href="#">Writing a Proposal</a> <a href="#">Writing Case Studies</a> <a href="#">Note-Taking for Business Professionals</a> <a href="#">Writing a Business Report</a> <a href="#">Advanced Grammar</a> <a href="#">Writing a Business Case</a> <a href="#">Writing a Compelling Blog Post</a> <a href="#">Writing Formal Business Letters and Emails</a> <a href="#">Writing in Plain English</a> <a href="#">Writing Recommendations</a> <a href="#">Writing Speeches</a> <a href="#">Writing Under a Deadline</a> <a href="#">Writing: The Craft of Story</a> <a href="#">Grammar Foundations</a> <a href="#">Learning to Write for the Web</a> <a href="#">Writing a Research Paper</a> <a href="#">Writing Articles</a> <a href="#">Writing White Papers</a> <a href="#">Writing Headlines</a> <a href="#">Editing and Proofreading Made Simple</a> <a href="#">Productivity Hacks for Writers</a> <a href="#">Writing Customer Service Emails</a> <a href="#">Ninja Writing: The Four Levels of Writing Mastery</a> <a href="#">Business Writing Principles</a> <a href="#">Writing with Impact</a> <a href="#">Business Writing Strategies</a> <a href="#">Editing Mastery: How to Edit Writing to Perfection</a> <a href="#">Writing with Flair: How to Become an Exceptional Writer</a> <a href="#">Writing Email</a> <a href="#">Tips for Writing Business Emails</a> <a href="#">Writing Under a Deadline</a>

6	Leadership	<a href="#">Leading with Kindness and Strength</a>
		<a href="#">Communicating in the Language of Leadership</a>
		<a href="#">Leadership: Practical Skills</a>
		<a href="#">Inclusive Leadership</a>
		<a href="#">Organizational Thought Leadership</a>
		<a href="#">Leadership Foundations: Leadership Styles and Models</a>
		<a href="#">Transformational Leadership</a>
		<a href="#">Leadership Strategies for Women</a>
		<a href="#">Executive Leadership</a>
		<a href="#">Humble Leadership: The Power of Relationships, Openness, and Trust (getAbstract Summary)</a>
		<a href="#">Bill George on Self Awareness, Authenticity, and Leadership</a>
		<a href="#">Lessons in Enlightened Leadership</a>
		<a href="#">Adaptive Project Leadership</a>
		<a href="#">Leading Effectively</a>
		<a href="#">Leading with Purpose</a>
		<a href="#">Leading with Fearless Mindfulness</a>
		<a href="#">Leading with Vision</a>
		<a href="#">Leadership Blind Spots</a>
		<a href="#">Rules for Rising Leaders</a>
		<a href="#">Counterintuitive Leadership Strategies for a VUCA Environment</a>
		<a href="#">Leading Change</a>
		<a href="#">Body Language for Leaders</a>
		<a href="#">Developing Credibility as a Leader</a>
		<a href="#">Emerging Leader Foundations</a>
		<a href="#">Jeff Weiner on Managing Compassionately</a>
		<a href="#">Ken Blanchard on Servant Leadership</a>
		<a href="#">Leadership Foundations</a>
		<a href="#">Leadership Insights from Dan Rockwell</a>
		<a href="#">Leadership Stories Weekly</a>
		<a href="#">Leading with Stories</a>
		<a href="#">Leading Yourself</a>
		<a href="#">Ryan Holmes on Social Leadership</a>
		<a href="#">Transitioning from Manager to Leader</a>
		<a href="#">Leading with Emotional Intelligence</a>
		<a href="#">Leading with Innovation</a>
		<a href="#">Building Resilience as a Leader</a>
		<a href="#">Coaching Skills for Leaders and Managers</a>
		<a href="#">Collaborative Leadership</a>
		<a href="#">Developing Your Leadership Philosophy</a>
		<a href="#">Human-Centered Leadership</a>
<a href="#">Lead Like a Boss</a>		
<a href="#">Leading Projects</a>		
<a href="#">Leading without Formal Authority</a>		
<a href="#">Learn the Process of Effective Leadership</a>		
<a href="#">Modeling Courageous Leadership: Intelligent Disobedience</a>		
<a href="#">Negotiating Your Leadership Success</a>		
<a href="#">How to Be a Positive Leader (Blinkist Summary)</a>		
<a href="#">The Art of Connection: 7 Relationship-Building Skills Every Leader Needs Now (getAbstract Summary)</a>		

7	Communication skills (verbal)	<a href="#">Interpersonal Communication</a> <a href="#">Communicating with Transparency</a> <a href="#">Communicating with Empathy</a> <a href="#">Communicating In the Language of Leadership</a> <a href="#">Communication Foundations</a> <a href="#">Business Etiquette: Phone, Email, and Text</a> <a href="#">Communication within Teams</a> <a href="#">The Key to Good Communication: Your Audience</a> <a href="#">Overcoming Your Fear of Public Speaking</a> <a href="#">Own Your Voice: Improve Presentations and Executive Presence</a> <a href="#">Multinational Communication in the Workplace</a> <a href="#">How to Present and Stay on Point</a> <a href="#">Communicating about Culturally Sensitive Issues</a> <a href="#">Communicating with Diplomacy and Tact</a> <a href="#">Communication Tips</a> <a href="#">Preparing for Successful Communication</a> <a href="#">Communicating Values</a> <a href="#">High-Stakes Communication</a> <a href="#">Crisis Communication</a> <a href="#">Communicating with Charisma</a> <a href="#">Organization Communication</a> <a href="#">Project Management Foundations: Communication</a> <a href="#">Handling an Unruly Audience</a> <a href="#">Communicating with Confidence</a>
8	Initiative	<a href="#">Holding Yourself Accountable</a> <a href="#">Building Accountability into Your Culture</a> <a href="#">Holding Your Team Accountable</a> <a href="#">Fred Kofman on Accountability</a> <a href="#">Stepping Up: How Taking Responsibility Changes Everything (getAbstract Summary)</a>
9	Detail-oriented	<a href="#">Improving Your Focus</a> <a href="#">Getting Things Done</a> <a href="#">Prioritizing Your Tasks</a> <a href="#">Prioritizing Effectively as a Leader</a>
10	Technical skills	<a href="#">Technical Writing: Reports</a> <a href="#">Project Management: Technical Projects</a> <a href="#">Tech Soft Skills: Effective Technical Communication</a> <a href="#">Technical Writing: Quick Start Guides</a> <a href="#">Transitioning from Technical Professional to Manager</a> <a href="#">Presenting Technical Information with Stories</a> <a href="#">Managing Technical Professionals</a> <a href="#">Teaching Technical Skills Through Video</a> <a href="#">Managing and Working with a Technical Team for Nontechnical Professionals</a>

11	<b>Flexibility/adaptability</b>	<a href="#">Building a Flexible Career</a> <a href="#">Developing Adaptability as a Manager</a> <a href="#">Creating a Culture of Change</a> <a href="#">Aaron Dignan on Transformational Change</a> <a href="#">Building Resilience</a> <a href="#">Business Innovation Foundations</a> <a href="#">Cultivating a Growth Mindset</a> <a href="#">Gary Hamel on Busting Bureaucracy</a> <a href="#">Performing under Pressure</a> <a href="#">Handling Workplace Change as an Employee</a> <a href="#">Managing Stress for Positive Change</a> <a href="#">Change Management Foundations</a> <a href="#">Communicating in Times of Change</a> <a href="#">Embracing Unexpected Change</a> <a href="#">Creating a Culture of Learning</a> <a href="#">Developing Adaptable Managers</a> <a href="#">Embracing Change</a> <a href="#">Leaders: Make Your Teams More Agile, Creative, and United</a> <a href="#">Leading Your Team Through Change</a> <a href="#">Taking Charge of Technology for Maximum Productivity</a> <a href="#">Your L&amp;D Organization as a Competitive Advantage</a> <a href="#">Developing Adaptable Employees</a>
12	<b>Interpersonal skills (relates well to others)</b>	<a href="#">Effective Listening</a> <a href="#">Teamwork Foundations</a> <a href="#">Being an Effective Team Member</a> <a href="#">Communicating with Empathy</a> <a href="#">Interpersonal Communication</a> <a href="#">Stepping Up: How Taking Responsibility Changes Everything (getAbstract Summary)</a> <a href="#">Motivating and Engaging Employees</a>
13	<b>Computer skills</b>	<a href="#">Computer Components and Peripherals for IT Technicians</a> <a href="#">IT Help Desk for Beginners</a> <a href="#">Learning PC Maintenance and Performance</a> <a href="#">Troubleshooting Common PC Issues for Users</a> <a href="#">Learning Computer Forensics</a> <a href="#">Windows 10 Anniversary Update Essential Training</a>
14	<b>Organizational ability</b>	<a href="#">Organizational Learning and Development</a> <a href="#">Organizational Culture</a> <a href="#">Organizational Thought Leadership</a> <a href="#">Managing Organizational Change for Managers</a> <a href="#">Organization Communication</a> <a href="#">Organization Design</a>
15	<b>Strategic planning skills</b>	<a href="#">Strategic Planning Foundations</a> <a href="#">Business Development: Strategic Planning</a> <a href="#">Mission and Vision Statements Explained</a> <a href="#">Strategic Planning: Case Studies</a> <a href="#">Assessing and Improving Strategic Plans</a>

16	Friendly/outgoing personality	<a href="#">Building Professional Relationships</a> <a href="#">Leading through Relationships</a> <a href="#">Professional Networking</a> <a href="#">Managing Your Professional Network</a> <a href="#">Humble Leadership: The Power of Relationships, Openness, and Trust (getAbstract Summary)</a> <a href="#">Creating Personal Connections</a> <a href="#">The Art of Connection: 7 Relationship-Building Skills Every Leader Needs Now (getAbstract Summary)</a> <a href="#">Building Business Relationships</a> <a href="#">Advanced Persuasive Selling: Persuading Different Personality Types</a>
17	Entrepreneurial skills/risk-taker	<a href="#">Entrepreneurship: Bootstrapping Your Business</a> <a href="#">The New Age of Risk Management Strategy for Business</a> <a href="#">Project Management Foundations: Risk</a> <a href="#">Balancing Innovation and Risk</a> <a href="#">Risk-Taking for Leaders</a> <a href="#">Reputation Risk Management</a> <a href="#">Sallie Krawcheck on Risk-Taking</a>
18	Tactfulness	<a href="#">Communicating with Diplomacy and Tact</a> <a href="#">Communicating about Culturally Sensitive Issues</a>
19	Creativity	<a href="#">Creative Thinking</a> <a href="#">Project Management for Creative Projects</a> <a href="#">Creativity for All Weekly</a> <a href="#">Creativity Bootcamp</a> <a href="#">Creativity: Generate Ideas in Greater Quantity and Quality</a> <a href="#">The Five-Step Creative Process</a> <a href="#">Learning Design Thinking: Lead Change in Your Organization</a> <a href="#">Building Creative Organizations</a> <a href="#">Unlock Your Team's Creativity</a> <a href="#">Banish Your Inner Critic to Unleash Creativity</a> <a href="#">Working with Creative Millennials</a> <a href="#">Working with Creatives</a> <a href="#">Defining Your Creative Edge to Promote Your Work</a>
20	Fluency in a foreign language	<a href="#">Communicating In the Language of Leadership</a> <a href="#">Writing in Plain Language</a>
21	Professionalism	<a href="#">Creating a Culture of Service</a> <a href="#">Employer Branding to Attract Talent</a> <a href="#">Conducting Motivational 1-on-1 Reviews</a> <a href="#">Defining and Achieving Professional Goals</a> <a href="#">Business Ethics for Sales Professionals</a> <a href="#">Ethics and Law in Data Analytics</a> <a href="#">Managing Brand Reputation</a> <a href="#">Administrative Professional Foundations</a> <a href="#">Business Law for Managers</a> <a href="#">Graphic Design for Business Professionals</a> <a href="#">Performance Management: Conducting Performance Reviews</a> <a href="#">Developing a Service Mindset</a> <a href="#">Administrative Professional Tips</a> <a href="#">Business Ethics for Managers and Leaders</a> <a href="#">Business Ethics (2015)</a> <a href="#">Setting Up Your Small Business as a Legal Entity</a> <a href="#">Managing a Cross-Functional Team</a> <a href="#">Employee Experience</a>

22	Career Management	<a href="#">Disrupting Yourself</a> <a href="#">Giving Your Elevator Pitch</a> <a href="#">Working Remotely (2015)</a> <a href="#">J.T. O'Donnell on Making Recruiters Come to You</a> <a href="#">Job Hunting for College Grads</a> <a href="#">Finding a Remote Job</a> <a href="#">Mastering Common Interview Questions</a> <a href="#">Recovering from a Layoff</a> <a href="#">Repairing Your Reputation</a> <a href="#">Succeeding in a New Job</a> <a href="#">Transitioning Out of Your Job</a> <a href="#">Florent Groberg on Finding Your Purpose after Active Duty</a> <a href="#">Finding a Sponsor</a> <a href="#">Understanding Your Compensation and Benefits</a> <a href="#">Learning to Be Promotable</a> <a href="#">Taking Charge of Your Career</a> <a href="#">Internal Interviewing</a> <a href="#">Making a Career Change</a> <a href="#">Having an Honest Career Conversation with Your Boss</a> <a href="#">How to Quit Your Job the Right Way</a> <a href="#">Working Remotely</a> <a href="#">Asking for a Raise</a> <a href="#">Managing Career Burnout</a> <a href="#">How to Be Promotable</a> <a href="#">How to Give Negative Feedback to Senior Colleagues</a> <a href="#">How to Get a Pay Raise</a> <a href="#">Planning Your Family Leave and Return</a> <a href="#">Employee to Entrepreneur</a> <a href="#">Marci Alboher on Encore Careers</a> <a href="#">Career Advice from Some of the Biggest Names in Business</a> <a href="#">Become a Chief of Staff with Brian Rumao</a> <a href="#">Turning an Internship into a Job</a> <a href="#">Finding a Job</a> <a href="#">Managing Your Career: Early Career</a> <a href="#">How to Develop your Career Plan</a> <a href="#">What to Do in the First 90 Days of Your New Job</a> <a href="#">Women Transforming Tech: Voices from the Field</a> <a href="#">Take a Holistic Approach to Advancing Your Career</a> <a href="#">Preparing for Your Review</a> <a href="#">Rocking Your First Retail Sales Job</a> <a href="#">Managing Your Career as an Introvert</a> <a href="#">Work Stories: Experiences that Influence Careers</a> <a href="#">LinkedIn Learning Highlights: Finding a Job and Managing Your Career</a> <a href="#">Negotiating Your Salary</a> <a href="#">Working as a Contract or Temporary Employee</a> <a href="#">Being Your Own Fierce Self-Advocate</a> <a href="#">Managing Up, Down, and Across the Organization</a> <a href="#">Working with an Executive Coach</a> <a href="#">Women Helping Women Succeed in the Workplace</a> <a href="#">Critical Roles Consultants Play (and the Skills You Need to Fill Them)</a> <a href="#">Extreme Productivity (Blinkist Summary)</a> <a href="#">Pivot: The Only Move That Matters Is Your Next One (Blinkist Summary)</a> <a href="#">Learning to Be Assertive</a>
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