

Appendix 4

List of Transversal Skills (Five Competence Families)

Project management

1. Assess progress against the plan, and adapt the plan as appropriate.
2. Plan and carry out activities in a way which makes optimal use of available time and other resources.
3. Set objectives and design an action plan to reach those objectives.
4. Use a work methodology appropriate to the task.

Working in groups and organisations

5. Chair a meeting to achieve a particular agenda, maximising participation.
6. Communicate effectively with professionals from other disciplines.
7. Communicate effectively, being understood, including across different languages and cultures.
8. Evaluate one's own performance in the team, receive and respond appropriately to feedback.
9. Give feedback (critique) in an appropriate fashion.
10. Identify the different roles that are involved in well-functioning teams and assume different roles, including leadership roles.
11. Keep appropriate documentation for group meetings.
12. Negotiate effectively within the group.
13. Resolve conflicts in ways that are productive for the task and the people concerned.

Working in society

14. Respect relevant legal guidelines and ethical codes for the profession.
15. Respect the rules of the institution in which you are working.
16. Take account of the social and human dimensions of the engineering profession.
17. Take responsibility for environmental impacts of her/ his actions and decisions.
18. Take responsibility for health and safety of self and others in a working context.

Personal effectiveness

19. Assess one's own level of skill acquisition, and plan their on-going learning goals.
20. Continue to work through difficulties or initial failure to find optimal solutions.
21. Demonstrate the capacity for critical thinking
22. Manage priorities.
23. Take feedback (critique) and respond in an appropriate manner.
24. Use both general and domain specific IT resources and tools

Generating, processing, managing & communicating information

25. Access and evaluate appropriate sources of information.
26. Collect data.
27. Design and present a poster.
28. Make an oral presentation.
29. Summarize an article or a technical report.
30. Write a literature review which assesses the state of the art.
31. Access and evaluate appropriate sources of information.
32. Write a scientific or technical report.