

Technical Skill, Experience			People Skills
Achieving Goals	Software Stuff	Vendor Relations	Recognizing & Rewarding
Brainstorming	Sourcing Candidates	Customer Relations	Performance Reviews
Developing Processes	Speaking to groups	Reporting	Coaching subordinates
Forecasting	Writing emails	Reviewing Invoices	Directing People
Leading Innovation	Building key relationships	Responding to Emails	Training
Managing Workflow	Community Relations	Negotiating	Mediating Disputes
Networking	Being in Meetings	Hardware stuff	Listening
Paying Bills	Building Systems	Organizing	Managing Conflict
Problem Solving	Financial Analysis	Blogs, White Papers	Mentoring
Purchasing	Strategic Planning	Reading Trade Publications	Facilitating Meetings
Raising Capital	Meeting Deadlines	Strategic Initiatives	Firing People
Researching	Assigning Tasks	Dealing with the Press	Delegating
Reviewing Legal Docs	Making Presentations		
Scheduling Meetings	Booking Travel		
Signing Checks	Managing Projects		