

# THE UNM 5

ESSENTIAL SKILLS FOR CHANGING THE WORLD



## 5 ESSENTIAL CRITICAL THINKING SKILLS

Critical thinking is a habit of mind that helps you explore ideas. It is both an attitude and a set of skills. A critical thinking attitude includes keeping an open mind and a willingness to have any idea questioned. Critical thinking skills include being able to define the idea in front of you clearly, determine the quality of evidence supporting that idea, and understand its' implications or consequence.

### CRAFTING CRITICAL QUESTIONS

Pose a precise question that you want to explore.

### PERSPECTIVES

Collect the perspectives on multiple sides of the idea. Be able to state them fairly such that the people holding them would accept your summary.

### INFORMATION LITERACY

Test the idea first by examining the evidence or information supporting it. To what degree is the evidence or information the result of a comprehensive, credible and objective process?

### ANALYSIS, CONCLUSIONS AND CONSEQUENCES

Examine the elements and the structure of the idea. What conclusions and consequences follow from the claims, arguments and elements? Which arguments are the strongest?

### REFLECTIVE JOURNEY

Be thoughtful about your own thinking. Fight your own biases that cause you to be quick to judge. Be open to new information that may challenge or change your own perspectives.



## 5 ESSENTIAL COMMUNICATION SKILLS

Effective communication skills help you to receive and convey information, ideas and messages in ways that are powerful and appropriate to the situation

### WRITTEN COMMUNICATION

Convey ideas and information through the use of written language.

## **ORAL COMMUNICATION**

Convey ideas and information through the use of spoken language.

## **NON-VERBAL AND VISUAL COMMUNICATION**

Convey ideas and information through the use of imagery or wordless cues.

## **ACTIVE LISTENING**

Communicate effectively by summarizing and restating what you hear in your own words in order to confirm the understanding of all parties. Active listening helps people to open up, avoid misunderstandings, resolve conflicts and build trust.

## **CONTEXTUAL COMMUNICATION**

Communicate effectively in different contexts, including those pertaining to various populations, persons, situations, environments or sets of behaviors. This includes such contexts as professional, cross-cultural, online, academic and crisis communication.



## **5 ESSENTIAL COLLABORATION SKILLS**

**Collaboration skills help you to work with others to achieve shared goals**

### **CREATING & MAINTAINING RELATIONSHIPS**

Build and maintain a continuous level of productive engagement among individuals to fulfill specific purposes.

### **GROUP AND TEAM DYNAMICS**

Learn how groups are formed and structured in order to meet a collective goal or purpose; participate in a group in a role consistent with your strengths, goals and values, and/or with the needs of the groups or organization; manage the steps, roles and contributions necessary to meet your group's goal or purpose.

### **MEASURING PROGRESS & SUCCESS**

Continuously monitor the progress of your group towards meeting shared goals; measure your own performance, the performance of the group and the impact of your group's efforts.

### **LEADERSHIP PRACTICE**

Help move a group towards a shared vision by inspiring engagement, advocating for ethical action, promoting effective communication and resolving conflict.

### **COMMUNITY ENGAGEMENT**

Directly improve your communities through service, research and advocacy.



## **5 ESSENTIAL RESEARCH & ASSESSMENT SKILLS**

These skills help you to better understand and explain the world around you

### **FOUNDATION CONCEPTS OF RESEARCH & ASSESSMENT**

Master key concepts related to research and assessment.

### **DATA COLLECTION**

Participate in the collection of data related to research or assessment.

### **DATA ANALYSIS**

Participate in the analysis of data related to research or assessment.

### **COMMUNICATING RESEARCH & ASSESSMENT**

Summarize, report and/or present your research or assessment.

### **IMPACT & ETHICS OF RESEARCH & ASSESSMENT**

Articulate the potential impacts of specific research or assessment projects, as well as the ethics related to their design, methodology and reporting.



## **5 ESSENTIAL PROFESSIONALISM SKILLS**

Professionalism skills help you to gain career and workplace knowledge through a variety of in- and out-of-classroom activities

### **ETHICS AND INTEGRITY**

Explore the values and moral compasses of your profession and your communities; develop your own values and compass to make decisions that improve the human condition.

### **PROFESSIONAL DEVELOPMENT**

Build the skills, qualifications and experiences that help you progress towards and in your chosen career(s).

### **PERSONAL DEVELOPMENT**

Master the learning processes that help you to maximize your potential through social, physical, emotional, mental and/or spiritual means.

### **WORKPLACE EXPECTATIONS**

Prepare to navigate complex employment environments, including those related to time management, professional attire, organizational structures and professional initiative.

### **CAREER EXPLORATION**

Explore and discover your interests, values, skills and abilities around occupations and majors that help you choose a desired profession.

