

SCALES FOR SOFT SKILLS MEASURING (SHORT VERSION)

*Thank you for taking the **KTSoftSkills self-assessment test**. The tool is currently under development, and with your answer, you are helping the project's consortium shape self-assessment scales to be incorporated into the toolkit and validate its content.*

The skills were identified in earlier stages of our project, considering KT practitioners' and experts' roles, tasks and practical scenarios faced in their daily work.

At the end of the questionnaire, you will receive short feedback on your strengths and areas with room for improvement in terms of the soft skills of a KT professional.

Team-working

1. I'm confident I can understand my own role and those of others in the knowledge transfer team.
2. I'm good at creating an atmosphere that allows everyone to maximize the effectiveness of the team through trust.
3. I am comfortable giving and receiving constructive feedback.

Networking

1. I have a proactive approach to developing professional relationships
2. I feel confident following up and keeping up professional connections
3. I feel comfortable with the tools and instruments designed for networking (e.g. social media [LinkedIn] and AI tools that support networking).

Socio-Cultural Skills

1. I can understand the cultural context and motivations that bring the people “at the table” (e.g., do they come from an industrial company, are they part of a research team).
2. I always recognize when a cultural/background difference can influence a negotiation I can manage my behavior to fit the socio-cultural atmosphere of the situation/stakeholders
3. I recognize verbal and non-verbal cues that express peoples' emotions.

Context Awareness and Broad Outlook

1. I'm confident I can articulate the key elements of the actual Research-Industry context I'm working in (e.g., my office is a tool by which research delivers impact on society).
2. I feel that my role as KT professional is clear in a project I can identify and understand the main stakeholders and their drivers in a project.
3. I always recognize the key factors of a solution (those factors without which the solution is unforeseeable) to the problems I meet in a project.
4. I can foresee possible scenarios of how a project may develop and enact a strategy to address or maximize the success of it.

Negotiation

1. I am good at understanding and assessing complex interactions between stakeholders that involve conflicting needs and interests.
2. I am good at proposing effective win-win solutions that work for everyone in conflicting situations.
3. I am good at influencing others and persuading them to reach a common solution.
4. I always prepare myself for a negotiation to ensure I have all the necessary information for a successful strategy.

Communication

1. I am good at expressing myself clearly and confidently way in writing.
2. I am good at expressing myself clearly and confidently in verbal interactions.
3. I can easily adjust my communication style to account for the nuances of different audiences. (i.e. translating scientific language and jargon into standard and common-use terms)
4. I am good at understanding complex written and oral communication related to scientific or business topics.

Problem-solving

1. Once I choose a solution, I am good at developing an implementation plan with a clear sequence of the events necessary for completion.
2. After a solution has been implemented, I immediately look for ways to improve the idea.
3. I usually look at problems from different perspectives by asking questions and generating multiple options for a solution.
4. I evaluate potential solutions carefully and thoroughly against a predefined standard.

Personal development

1. I can manage stress and maintain a positive outlook during difficult times
2. I understand my strengths and weaknesses to ensure I provide valuable input to my team.
3. When I experience failure or disappointment, I can quickly and effectively bounce back and refocus on my objectives.
4. I usually have good time management (even under uncertain or unexpected circumstances) and am generally able to prioritize tasks conveniently when I have a full agenda.