

List of Managers & Specific Skills Required

Project Manager Skills: List of Skills and Abilities

- Leadership: An experienced team leader
- Influencing, leading, and delegating abilities
- Ability to initiate/manage cross-functional teams and multi-disciplinary projects.
- Critical thinking, decision making and problem solving skills.
- Planning and organizing – Organizational abilities
- Result oriented: Ability to achieve the target within given time
- Excellence Communication skills.
- Negotiating skills
- Conflict resolution.
- Adaptability – Efficient under pressure, always meet deadlines

Sales Manager Skills: List of Skills and Strengths

- Sound expertise in sales
- Excellent written and verbal communication skills
- Good communicator
- Strong Presentation skills
- Persuasiveness – Know-how to demonstrate, promote and sell
- Goal-oriented
- Strong networking skills
- Negotiating skills
- Good Judgment
- Decision making

Office Manager Skills: List of Skills and Attributes

- Superb organization skills
- Good communicator
- Multitasking – Can handle many assignments
- Ability to prioritize independently
- Decision Maker
- Project management abilities
- Accuracy and punctuality
- Willing to stretch extra hours to complete assigned work.

Marketing Manager Skills: List of Skills and Competencies

List of Managers & Specific Skills Required

- Excellent communication skills both written and oral.
- Leadership abilities
- Strategic thinking: Experienced in developing marketing strategies
- Decisive: Capable of delivering quick solutions to the marketing troubles.
- Strong sales support and project management, leadership and training skills.
- Excellent analytical skills: Expert in forwarding thinking & market research
- Sound expertise in development processes and product marketing.
- Excellence presentation skills
- Effective listener

Product Manager Skills: List of Skills and Qualifications

- Superb written and oral communication skills
- Technical knowledge and Background
- Business aptitude skills
- Creative, insightful and innovative
- Coordination – Team working skills
- Ability to influence people and clients
- Analytical thinking
- Quantitative skills
- Effective Presentation skills

Business Development Manager Skills and talents

- Strong networking skills
- Presentation skills
- A “work hard, play hard” approach
- Analytical abilities
- Team player
- Energetic
- In-depth knowledge and understanding of ABC technology in relation to market needs.
- Outstanding knowledge in the technical/selling [the field]
- Excellent research abilities
- Great at interpersonal communication – effective coordinator, excellent verbal and written communication skills
- Upbeat personality

Account Manager Skills and Qualities

List of Managers & Specific Skills Required

- Strong prospecting-account management and closing skills
- Win-win attitude and accountability
- Sales characteristics such as competitiveness, accountability.
- Quickly develop relationships with clients
- Easy going and personable with clients
- Professionalism
- Diplomacy
- Tactfulness – to generate positive company image

Starting Your Own Business Checklist

1. Determine viability (question 7-29 on the bottom)
- ✓ 2. Create a business plan (be familiar) - you need funding
3. Figure out the money
4. Get family behind you
5. Choose a business name
6. Register a domain name (godaddy.com - mostly online)
7. Incorporate / figure out legal structure (legalzoom.com)
- ✓ 8. Apply for an EIN (irs.gov)
9. Investigate and apply for business licenses
10. Set up a website
11. Register social media profiles
12. Start your revenue stream
13. Rent retail or office space
14. Order business cards (vistaprint.com)
15. Open a business bank account
16. Set up your accounting system (start w/ excel or quickbooks.com)
17. Assign responsibilities to co-founders
18. Upgrade your smartphone and choose apps
19. Find free advice
20. Consult your insurance agent and secure coverage
21. Hire your first employee (interns)
22. Line up suppliers and service providers
23. File for trademarks and patents
24. Work your network
25. Don't waste time on "partnerships"
26. Refine your pitch
27. Refine your product, and marketing and sales approach
28. Secure your IT
29. Get a salesperson or sales team in place
30. Get a mentor

1. Will you **personally** use you product?
2. Can you find **10+ people** who are willing to pay for it now?
3. What do you **love to do**? How different is it from your idea?
4. How **painful** is the problem you intend to solve?
5. Is your **target market** big enough to create a real business out of it?
6. What is your **revenue model** and how realistic is it?
7. How well can the founders **execute**?
8. Can the founders **identify** what they need to do, beyond the obvious?
9. How does the **customer** addresses the problem today?
10. What is the recent **trends** that make your solution possible?
11. what is the **simplest** version of this idea?
12. How **fast** can you take the idea to market?
13. How **soon** can you build version one?
14. What makes your product **different**?

Starting Your Own Business Checklist

15. How much **money** is needed to build your first prototype?
16. Customers will only buy a simple product. Can you **explain** your product in one sentence?
17. Do you have any advantage over the competition?
18. Are you **passionate** enough about the idea to dedicate all your time for the next 1-2 years to it?
19. How easily can you get access to 2-3 high profile people who can **advise** you on how to succeed in that target market?
20. Can you **convince** 1-2 great people to work with you right now?
21. How soon can you **scale** it?
22. How will it **make** the world a better place?
22. In what way is it **creative**, innovative and unique?
23. What opportunities and **risks** do you face?
24. What is the picture on **patents**?
25. What long-term **goals** have you set?
26. How is the **industry** developing (market growth)?
27. What are the key **success** factors?
28. Why should someone give you money?
29. How will your business survive and grow in the next five years?