



Skill Set for Executives

Website: <https://genex.lassibsociety.org/>
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Type of Skill	Category	Skill Areas	Description	Executive
Functional	Vision, Mission and Values	Alignment to Organization's Vision	Vision is the ability to think about or plan for the future with imagination and wisdom.	Yes
Functional	Vision, Mission and Values	Alignment to Organization's Mission	Mission is the core purpose or focus in achieving objectives/goals planned to achieve the Vision.	Yes
Functional	Vision, Mission and Values	Alignment to Organization's Values	Values are principles or standards of behavior which shape judgments and attitudes in professional and personal life.	Yes
Functional	Sales and Solutioning	Market segmentation and research	Ability to design and implement strategies, based on sound research, for target sets of prospective and current customers, who have common and varying sets of needs, wants and priorities.	No
Functional	Sales and Solutioning	Market Demand Supply Awareness/ Analysis	Awareness of Demand and Supply of the Product/Services in the industry so as to plan and position accordingly, to have a competitive edge.	Yes
Functional	Sales and Solutioning	Potential customer identification and prioritization	Ability to identify and prioritize customers based on various parameters such as value, scope, working style etc. to ensure business growth and building opportunities.	Yes
Functional	Sales and Solutioning	Lead generation and qualification	Ability to proactively engage with your business network and generate leads for your area leading to increased opportunities and sales.	No
Functional	Sales and Solutioning	Solutioning	Ability to create solutions to business problems that help customers overcome their challenges and receive sustained value.	Yes
Functional	Sales and Solutioning	Sales	Ability to sell your services/products/offerings to potential customers by means of attracting their attention and influencing their decision through strategic positioning, assertiveness, persuasion and influence.	Yes

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Functional	Sales and Solutioning	Deal creation	Ability to identify opportunities to convert into concrete deals by means of attentive and empathetic approach to customer's needs and requirements. Involves planning, coordinating, and other managerial functions for effective deal creation.	No
Functional	Sales and Solutioning	Deal closure	Ability to effectively close the deal ensuring required process and documentation adherence. Also involves, ability to arrive at consensus with all parties involved and making consistent efforts to contract the deal in time.	No
Functional	Business Acumen/ Business Understanding	Identifying business opportunities and challenges	Ability of insight and foresight to assess internal and external environment to identify opportunities and address the challenges and risks.	Yes
Functional	Business Acumen/ Business Understanding	Business Impact Analysis on Overall Business Financials	Ability to decide based on the impact on financial measures such as cost, profitability, revenue, cash flow etc. Requires thorough understanding and appreciation of financial nomenclature and its long and short term impact on project/program/portfolio business.	Yes
Functional	Business Acumen/ Business Understanding	Business Impact Analysis on Overall Business Branding	Ability to decide based on the impact on the brand of the organization, perceived value of products/services being offered and delivered.	Yes
Functional	Business Acumen/ Business Understanding	Business Impact Analysis on Value Delivering Functions	Ability to decide based on the impact on the Value Delivering Functions i.e. Business Units of the organization.	Yes
Functional	Business Acumen/ Business Understanding	Business Impact Analysis on Value Enabling Functions	Ability to decide based on the impact on the Value Delivering Functions i.e. Support Functions of the organization.	Yes
Functional	Business Acumen/ Business Understanding	One Company Approach	Ability to position business offerings with a unified approach consistent across to all stakeholders to ensure rigorousness, uniformity and standardization, while maintaining the	Yes

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			flexibility and agility across organization.	
Functional	Commercial Orientation	Cash Flow and Revenue Management	Process of Cost Budgeting, Billing Planning, Revenue Recognition, Invoicing, Accrual and Financial Monitoring.	Yes
Functional	Commercial Orientation	Cost and Profitability Management	Process by which an organization manages the costs during project execution, and manages the profitability to meet organizational goals.	Yes
Functional	Commercial Orientation	Innovation and Benefits Management	Innovation management is the process of identifying and implementing ideas that help reduce costs, increase productivity, improve perceptions and satisfaction of stakeholder, etc. Benefits management is the process of delivering Return on Investment (ROI) to stakeholders over pre-defined cycles. Process aimed at increasing the successful delivery of quantifiable and meaningful business benefits to organization. Focus on how business areas will benefit from change and provides a framework for identifying, planning, measuring and actively managing these benefits	Yes
Functional	Stakeholder Management	Customer Goals Alignment & Management	Focuses on understanding your external customer's needs, wants and perceptions and working towards managing them. Includes Quantitative Management of the same.	Yes
Functional	Stakeholder Management	Organizational Goals Alignment & Management	Focuses on understanding your internal customer's and organizational, needs, wants and perceptions and working towards managing them. Includes Quantitative Management of the same.	Yes

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Functional	Stakeholder Management	Perception Management	Includes the process of identifying, evaluating, responding and managing customer's and stakeholder's perceptions.	Yes
Functional	Stakeholder Management	Stakeholder (including Vendor, Society) Goals Alignment & Management	Focuses on understanding your external and internal stakeholders, needs, wants and perceptions and working towards managing them. Includes Quantitative Management of the same.	Yes
Functional	Stakeholder Management	Intergroup Coordination and Procurement Management	Planning, coordinating and acquiring resources, goods and services from within and/or outside the performing organization.	Yes
Functional	Stakeholder Management	Communication Management	Systematic planning, execution, monitoring, and revision of all the channels of communication within an organization, and in between stakeholders and organizations.	Yes
Functional	Portfolio / Program / Project Strategic Management	Portfolio / Program / Project Ideation and Identification	The systematic process of generating, developing, and communicating new ideas. It begins with the conceiving of ideas or intentions and then classifying them as potential portfolios, programs or projects.	Yes
Functional	Portfolio / Program / Project Strategic Management	Portfolio / Program / Project Categorization	The systematic process of categorization and assignment of ideas to be taken forward, based on the impact to various segments of the organization, market and stakeholders.	No
Functional	Portfolio / Program / Project Strategic Management	Portfolio / Program / Project Evaluation	The systematic process and objective assessment to determine the relevance, impact and sustainability of a proposed Portfolios / Programs / Projects.	Yes
Functional	Portfolio / Program / Project Strategic Management	Portfolio / Program / Project Prioritization	The systematic process and objective assessment to determine the priority and of Portfolios / Programs / Projects to focus on, to ensure the achievement of strategic goals and objectives.	Yes

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Functional	Portfolio / Program / Project Strategic Management	Portfolio / Program / Project / Selection and Authorization	The process of selection and authorization of proposed Portfolios / Programs / Projects for initiation and further development. This process aims to confirm that the Portfolio / Program / Project is feasible and cost-effective, so it can step into the initiation and planning phase.	Yes
Functional	Governance Management / Execution Management	Integration Management	Management technique that ensures that all the Functional Processes are addressed in all activities undertaken.	Yes
Functional	Governance Management / Execution Management	Governance Management	Governance is the act of governing the relationship between two or more parties (i.e. Providing oversight to a project/program/portfolio through use of processes & practices, organization structures and relationship mechanisms and providing/use of information to make decisions).	Yes
Functional	Governance Management / Execution Management	Contract Management	Contract management is the process of systematically and efficiently managing contract creation, execution, and analysis for the purpose of maximizing financial performance and operational performance while minimizing risks for all parties involved.	Yes
Functional	Governance Management / Execution Management	Quality Assurance, Management and Control	Refers to the planned and systematic activities implemented in a quality system so that quality requirements for a project / program / portfolio will be fulfilled. Includes causal analysis, decision making and organizational innovation and audit techniques.	Yes
Functional	Governance Management / Execution Management	Configuration Management	Includes creating a Configuration Management Plan, Asset Identification, Asset Classification, Asset Management (including Software files and Hardware items) and proper monitoring and control through audits.	Yes

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Functional	Governance Management / Execution Management	Knowledge Management	Comprises a range of strategies and practices used in an organization to identify, create, represent, distribute, and enable adoption of insights and experiences.	Yes
Functional	Governance Management / Execution Management	Requirements Capture and Prioritization	Ability to identify, gauge and assess the needs, wants and perceptions (requirements) of all stakeholders, w.r.t. a task, service, project, program or a portfolio.	Yes
Functional	Governance Management / Execution Management	Scope Management and Change Control	Scope Management ensures that the project / program / portfolio includes all the work, and only the work required to complete the project / program successfully. Also includes management of changes to the scope.	Yes
Functional	Governance Management / Execution Management	Effort, Schedule and Time Management	It is the effective management of effort, time and resources to perform activities which are in-line with the strategy. Involves effective scheduling, recording, monitoring and timely completion of activities. Time management is the process of planning and exercising conscious control over the amount of time spent on specific activities, especially to increase effectiveness, efficiency or productivity.	Yes
Functional	Governance Management / Execution Management	Delivery Verification, Validation and Acceptance	Is the process of building the system right, and building the right system, and obtaining the sign-off from the required stakeholders?	Yes
Functional	Governance Management / Execution Management	Closure Management	Closure is the process of closing a current activity or set of activities, when a logical agreed upon conclusion is reached. This could be due to meeting the requirements of the customer, or the activities getting terminated due to certain reasons.	Yes

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Functional	Governance Management / Execution Management	Event Management	Process of identifying events that interest the business, and monitor them for their performance. Also includes using the Event Monitoring for raising warning signals and event correlation.	Yes
Functional	Governance Management / Execution Management	Incident Management	Ensuring that all deviations from the specified service levels are registered and that normal service is resumed as soon as possible.	Yes
Functional	Governance Management / Execution Management	Problem Management	Ensuring that research is done to understand the root cause of commonly occurring incidents or critical incidents, and both the root cause is eliminated and a solution is identified on how to work with it.	Yes
Functional	Governance Management / Execution Management	Release & Deployment Management	Ensures the protection of live environment and its changes. It ensure that all aspects of a release, technical and non-technical, are considered together.	Yes
Functional	Human Resource Management	Human Resource Management	Human resource management involves resource acquisition, resource development, resource sustenance, feedback mechanisms, team building and leadership.	Yes
Functional	Human Resource Management	Human Resource Culture Management	Is a systematic process of defining the culture among the people that needs to be built, defining the systems to enable it to happen, monitoring the culture and tweaking the system on an ongoing basis, as might be required.	Yes
Functional	Human Resource Management	Human Resource Change Management	Human resources change management is a structured approach to shifting/transitioning individuals and teams from a current state to a desired future state. Is a process that ensures that changes are executed, planned, without conflicts, with minimum or at least acceptable risk to all services.	Yes

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Functional	Human Resource Management	Competency/Skill Development	Ability to identify and assess skills, competencies required for the team based on their roles and responsibilities and stakeholder needs, analyze the trends of the skill gap and proactively initiative measures to bridge the gap through skill development	Yes
Functional	Human Resource Management	Mentoring & Succession Planning	Ability to Identify employees who need focused facilitation, providing them with mentoring and coaching support to ensure effective succession in the organization. Involves planning and coordinating with relevant personnel for nurturing growth and opportunity in human resources.	No
Functional	Human Resource Management	Assessments, Appraisal, Feedback	Ability to assess, analyze and evaluate employees based on a set of parameters and help them with constructive feedback focused on individual and organizational growth.	Yes
Functional	Situation Management	Risk Management	The identification, assessment, and prioritization of risks followed by coordinated and economical application of resources to minimize, monitor, and control the probability and/or impact of unfortunate events or to maximize the realization of opportunities.	Yes
Functional	Situation Management	Information Security	The purpose of information security is to protect and preserve the confidentiality, integrity, and availability of information. It may also involve protecting and preserving the authenticity and reliability of information and ensuring that entities can be held accountable.	Yes
Functional	Situation Management	Issue Management	Identify, assess, prioritize, manage and respond to issues that are negatively impacting activities. Includes escalation of issues as might be required.	Yes

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Functional	Situation Management	Business Continuity Management	Organization-wide discipline that establishes a set of processes that identify potential impacts that may threaten an organization, its stakeholders, and the general public during a Force Majeure event. It provides a capability to deliver an effective response during such a situation that will safeguard the interests of the organization, its stakeholders, and the general public.	Yes
Functional	Situation Management	Crisis Management	Organization-wide discipline that establishes a set of processes that identify potential impacts that may threaten an organization, its stakeholders, and the general public during a non-Force Majeure event. It provides a capability to deliver an effective response during such a situation that will safeguard the interests of the organization, its stakeholders, and the general public.	Yes
Functional	Health, Safety and Environment	Life Health and Safety	Ability to assess and manage the personal health and safety.	Yes
Functional	Health, Safety and Environment	Occupational Health and Safety	Ability to assess and manage the Occupational health and safety at work.	Yes
Functional	Health, Safety and Environment	Community Health and Safety	Ability to assess and manage how the activities/product in which he/she are involved effect the Community Health and Safety and what actions to be taken to reduce the adverse impact.	Yes
Functional	Health, Safety and Environment	Environmental Impact	Ability to assess and manage the Environmental impact of the product and activities that are being produced/performed and what action must be taken to reduce the environmental impact	Yes
Functional	Health, Safety and Environment	Commissioning and Decommissionin	Ability to assess and manage how Commissioning and Decommissioning of infrastructure, systems, processes, and activities have an impact on the	Yes

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		g Impact Analysis	Environment, Occupational Health and Safety and Community Health and Safety	
Behavioral	Foundation Skill	Optimism	Individual's positive attitude towards his/her personal and professional aspirations and ability to create pathways to achieve them with hope and conviction.	Yes
Behavioral	Foundation Skill	Continuous Learning	Individual's interest and ability to pursue new and diverse, knowledge and skillsets.	Yes
Behavioral	Foundation Skill	Change Oneself for the Good	Individual's holistic attitude and focus towards positive change, with courage and conviction	Yes
Behavioral	Foundation Skill	Energy Level	Individual's enthusiasm and intensity in dealing with life and work. Measure of motivation and interest in successfully achieving his/her personal aspirations and professional goals.	Yes
Behavioral	Foundation Skill	Data Representation	Individual's ability to comprehend and represent data, in such a way that it makes the process of making inferences easy.	Yes
Behavioral	Foundation Skill	Data Analysis	Individual's ability to inspect, transform, and model data with the goal of discovering useful and insightful information, suggesting conclusions and thus supporting objective decision making.	Yes
Behavioral	Foundation Skill	Logical Reasoning	Individual's ability to use rationale i.e. a systematic series of steps based on sound logical/scientific/mathematical procedures to arrive at a conclusion.	Yes
Behavioral	Foundation Skill	Professional Communication - Reading and Listening	Individual's ability to comprehend what is written and spoken in English language, with patience and attention to detail.	Yes
Behavioral	Foundation Skill	Professional Communication - Assertiveness	Individual's ability to show confidence, and a sense of urgency where required, in a way that fits into the culture of the audience, through body language and	Yes

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			ways of listening, questioning and speaking.	
Behavioral	Foundation Skill	Professional Communication - Speaking	Individual's ability to put thoughts and ideas effectively in a spoken form using the English language.	Yes
Behavioral	Foundation Skill	Professional Communication - Writing	Individual's ability to put thoughts and ideas effectively in a written form using the English language.	Yes
Behavioral	Customer Orientation Skills	Awareness of customer environment	Measure of individual's awareness of socio political, cultural and societal structures comprising relevant customers (including but not limited to internal customers, external customers, end customers, society and community, regulatory bodies, etc.)	Yes
Behavioral	Customer Orientation Skills	Positioning	Individual's ability to frame a written or spoken response, in such a way that the audience is easily and/or effectively influenced by it. Successful positioning typically involves a choice of words and sentences, sequencing them, involving an emotional angle, the volume, pitch and tone of voice, your body language, your dressing sense, among others.	Yes
Behavioral	Customer Orientation Skills	Perception Management	Ability at guiding motives, emotions, and conclusions of another party by means of using different approaches to alter that party's perception of past events and the projections of future events. Perception is the way in which something is regarded, understood, or interpreted by someone	Yes
Behavioral	Customer Orientation Skills	Requirements Capture	Individual's ability to identify, gauge and assess the needs, wants and perceptions (requirements) of all stakeholders, w.r.t. a task, service or a project	Yes
Behavioral	Customer Orientation Skills	Requirements Management	Individual's ability of documenting, analyzing, prioritizing, agreeing, monitoring and delivering on requirements. Also controlling changes	Yes

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			and communicating to relevant customers and stakeholders.	
Behavioral	Business Orientation Skills	Ownership and Accountability	Individual's ability to take ownership and being accountable for the work at hand, including the readiness to take blame if things do not go as planned and/or expected. Also includes the ability of being able to drive ownership and accountability among others, not by forcing it upon them, but having others voluntarily owning it.	Yes
Behavioral	Business Orientation Skills	Goal Setting and Result Orientation	The ability to define and focus not only the approach taken, but the ultimate outcomes, that are required by the relevant stakeholders (usually your internal and external stakeholders).	Yes
Behavioral	Business Orientation Skills	Awareness of Business Environment	Individual's ability to understand an organization's business vision, objectives, as-is situation and the environment in which it operates in.	Yes
Behavioral	Business Orientation Skills	Awareness of Competitive Environment	Individual's ability to understand the market and various other factors that influence the competition and the competitive positioning.	Yes
Behavioral	Business Orientation Skills	Industry Inclination	Individual's inclination and ability, to get acquainted and exposed to Industry practices and processes, thereby equipping himself/herself with right awareness needed to succeed in his/her career.	Yes
Behavioral	Business Orientation Skills	Innovation	Individual's ability to come up with, and implement ideas that make a positive impact to relevant stakeholders.	Yes
Behavioral	Business Orientation Skills	Networking	Individual's Interest and motivation to engage in a process of connecting with relevant people, who could add value to the individual in the short-term and/or long-term. Also involves the process of exchanging information that is perceived to be value adding to both parties	Yes

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Behavioral	Business Orientation Skills	Relationship Management	Individual's ability to build, sustain and manage trust into the long-term with specific people, and help them succeed.	Yes
Behavioral	Business Orientation Skills	Professional Communication - Persuasion & Influence	The ability to induce a course of action, or embrace a point of view, by various means such as reasoning, argument, motivation (not by force or deceit).	Yes
Behavioral	Business Orientation Skills	Team Building and Management	Building and managing high performance teams that deliver maximum value.	Yes
Behavioral	Business Orientation Skills	Teamwork and Collaboration	Individual's ability to cooperate, collaborate and/or coordinate effort among a group of people acting together as a team, towards a common cause and goal.	Yes
Behavioral	Business Orientation Skills	Retention	Identifying associates and successfully retaining them for longer time periods for team and thus enabling organization's success.	Yes
Behavioral	Business Orientation Skills	Mentoring and Coaching	Identifying employees who need focused facilitation, providing them with mentoring and coaching support.	Yes
Behavioral	Personality Traits	Ability to Organize	Individual's ability to identify, prioritize, plan, track, report and manage tasks through their lifecycle, and ensure that they are complete with the right quality, on time, and at the right speed.	Yes
Behavioral	Personality Traits	Sense of Urgency	Individual's rate of response in dealing with personal and professional endeavors.	Yes
Behavioral	Personality Traits	Execution	Individual's ability to carry out work/tasks in an effective and efficient manner towards achieving desired objectives and outcomes.	Yes
Behavioral	Personality Traits	Perseverance	Quality of persistence in doing something despite difficulty or delay in achieving success.	Yes
Behavioral	Personality Traits	Drive for Excellence	Passion and urge to do every task even better, even if they are already being done in an exemplary manner.	Yes

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Behavioral	Personality Traits	Troubleshooting and Problem Solving	Individual's ability to apply logical and systematic search for the source of a problem and apply techniques to solve issues in a coherent manner.	Yes
Behavioral	Personality Traits	Empathizing and Emotional Intelligence	Individual's ability to understand and share the feelings of another or a set of people. Individual's ability to be aware of, control, and express one's emotions, and to handle interpersonal relationships judiciously and empathetically, even in emotionally charged situations is called Emotional Intelligence.	Yes
Behavioral	Personality Traits	Conflict Resolution	Involves methods and processes involved in facilitating peaceful ending of conflict or resolution often arising in a team/group. Involves measures like negotiation, mediation, diplomacy etc.	Yes
Behavioral	Personality Traits	Body Language	Individual's nonverbal communication through gestures and body movements that communicate psychological and behavioral patterns.	Yes
Behavioral	Personality Traits	Inspiring and Motivating	Individual's ability to create enthusiasm, a sense of urgency around on a task/project or achieving certain objectives.	Yes
Behavioral	Personality Traits	Flexibility	Individual's ability to respond or adapt to altered circumstances so as to be able to deal with change and withstand and flourish in a dynamic environment.	Yes
Behavioral	Personality Traits	Proactiveness	Individual's ability to create or control situation(s) i.e. manage risks rather than react or respond to them after they have happened.	Yes
Behavioral	Personality Traits	Stress Management	Individual's ability to deal with various tasks in a stressful environment and how effectively he/she copes in such a challenging situations.	Yes
Behavioral	Personality Traits	Integrity	Individual's consistency of actions, values, methods, measures, principles, expectations, and outcomes.	Yes
Behavioral	Personality Traits	Individual Social Responsibility	Individual's inclination to work in tasks and projects for the social good,	Yes

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			despite the absence of incentive or remuneration towards such activities.	
Behavioral	Personality Traits	Mobility	Ability to travel/relocate for business needs irrespective of duration/distance of travel.	Yes