



# SoCrATest



## GLOSSARY



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## Introduction

**SoCrATest glossary** is a document that lists and defines the key terms and acronyms used in a SoCrATest project. It serves as a reference for final beneficiaries and stakeholders to ensure a common understanding of the terminology used throughout the project's part of Soft Skills and Creativity Identification and Assessment Tool content. A project glossary includes definitions of terms and any unique or specialized vocabulary that was used in clusters and skills description.

In our glossary, we have divided the terms as transparently as possible in alphabetical order, in a reader- and **user-friendly way**. It helps users who may not have specialized knowledge or understanding of the subject matter to quickly and easily understand important terms. Its purpose is to improve communication and understanding between those who have different levels of expertise and knowledge. By providing clear and concise definitions, a glossary helps prevent confusion and misunderstandings, and also facilitate more efficient and effective communication. It can also be useful in educational settings to help users understand new concepts and terminology.

## Glossary Terms

### A

Term	Description
Active listening	A two way communication process. to actively listen is not just to hear but to understand, interpret and evaluate what one hear
Adaptability	The capacity to make appropriate responses to changed or changing situations; the ability to modify or adjust one's behaviour in meeting different circumstances or different people
Analytical skills	Analytical skills are the traits and abilities that allow you to observe, research and interpret a subject to develop complex ideas and solutions.
Analytical thinking	Analytical thinking is the term used to describe the thinking process of abstract separation of a whole entity into its constituent parts in order to study the parts and their relations. It is a trait most desired in job candidates since it helps them to identify and define problems, extract key information from data and develop workable solutions for the problems in order to test and verify the cause of the problem and then develop solutions to resolve them.
Assertiveness	An adaptive style of communication in which individuals express their feelings and needs directly, while maintaining respect for others. A lack of assertiveness may contribute to depression and anxiety, whereas maladaptive approaches to assertiveness may manifest as aggression.
Attention	A state in which cognitive resources are focused on certain aspects of the environment rather than on others and the central nervous system is in a state of readiness to respond to stimuli.
Authenticity	The quality of being real or true. The daily practice of letting go of who we think we are supposed to be and embracing who we are. A common definition is that being authentic is living your life according to your own values and goals.

Authority	The capacity to influence others. <b>The power to give orders or make decisions</b> , The right to direct or control someone or something.
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## B

Term	Description
Behaviour	The way in which one acts or conducts oneself, especially towards others.
Behaviour modification	To be able to adjust method or working style to meet the needs of the situation It is generally thought of as the process of changing patterns of human behavior using various motivational techniques, such as negative and positive reinforcement, extinction, fading, shaping, and chaining. It can be a useful tool to encourage desirable behaviors.
Belief(s)	A belief is an attitude that something is the case, or that some proposition about the world is true. In epistemology, philosophers use the term "belief" to refer to attitudes about the world which can be either true or false.
Brainstorming	is a group problem-solving method that involves the spontaneous contribution of creative ideas and solutions. This technique requires intensive, freewheeling discussion in which every member of the group is encouraged to think aloud and suggest as many ideas as possible based on their diverse knowledge.
Business	is the practice of making one's living or making money by producing or buying and selling products. It is also "any activity or enterprise entered into for profit

## C

Term	Description
Clarity	The quality of being coherent and intelligible; the <u>quality</u> of being <u>clear</u> and <u>easy</u> to <u>understand</u> , <u>see</u> , or <u>hear</u> ; the quality of transparency
Coaching	Is a form of development in which an experienced person, called a coach, supports a learner or client in

	achieving a specific personal or professional goal by providing training and guidance. The learner is sometimes called a coachee
Cognitive skills	Cognitive skills, also called cognitive functions, cognitive abilities or cognitive capacities, are brain-based skills which are needed in acquisition of knowledge, manipulation of information and reasoning. The core skills your brain uses to think, read, learn, remember, reason, and pay attention.
Collaboration	Work jointly with others or together especially in an intellectual endeavor.
Commitment	The state or quality of being dedicated to a cause, activity, etc.; an engagement or obligation that <u>restricts</u> freedom of action.
Communication	The imparting or <u>exchanging</u> of information by speaking, writing, or using some other medium.
Competency	The ability to do something successfully or efficiently. Competency is a series of knowledge, abilities, skills, experiences and behaviors, which leads to effective performance in an individual's activities.
Concentration	The action or power of focusing all one's attention.
Confidence	The feeling or belief that one can have faith in or rely on someone or something. Confidence comes from a Latin word 'fidere' which means "to trust"; therefore, having self-confidence is having trust in one's self.
Conflict	An extended struggle; fight, battle; a clashing or sharp disagreement (as between ideas, interests, or purposes); mental struggle resulting from needs, drives, wishes, or demands that are in opposition or are not compatible.
Conflict solving	Conflict solving is a process by which two or more parties reach a peaceful resolution to a dispute.
Confrontation	Confrontation is an element of conflict wherein parties confront one another, directly engaging one another in the course of a dispute between them.
Convergent thinking	Focuses on reaching one well-defined solution to a problem. It generally means the ability to give the "correct" answer to standard questions that do not require significant creativity, for instance in most tasks

	in school and on standardized multiple-choice tests for intelligence.
Cooperation	A process whereby two or more individuals work together toward the attainment of a mutual goal or complementary goals.
Coordination	The capacity of various parts to function together, organization of the different elements of activities to enable them to work together effectively, e.g. groups of people work together in an efficient and organized way.
Coping strategies	Refers to conscious strategies used to reduce unpleasant emotions. Coping strategies can be cognitions or behaviours and can be individual or social.
Creativity	The ability to produce or develop original work, theories, techniques, or thoughts. A creative individual typically displays originality, imagination, and expressiveness.
Credibility	The quality of being trusted and believed in. The quality of being accepted as true, real, or honest. .
Crisis	A situation (e.g., a traumatic change) that produces significant cognitive or emotional stress in those involved in it. Crises are negative changes in the human or environmental affairs, especially when they occur abruptly, with little or no warning.

## D

Term	Description
Data processing	The carrying out of operations on data, especially by a computer, to retrieve, transform, or classify information.
Deadline	A time limit is a narrow field of time, or a particular point in time, by which an objective or task must be accomplished.
Decision-making	In psychology, decision-making is regarded as the cognitive process resulting in the selection of a belief

	or a course of action among several possible alternative options. It could be either rational or irrational.
Deduction	A process of reasoning that moves from the general to the specific, in which a conclusion necessarily follows from a set of premises, such that the conclusion cannot be false if the premises are true. The process of inferential reasoning itself.
Delegation	Delegation is the assignment of authority to another person to carry out specific activities. It is the process of distributing and entrusting work to another person.
Distraction	A stimulus or task that draws attention away from the task of primary interest.
Divergent thinking	Is a thought process or method that leads in various directions. Some of these are conventional, and some original. It typically occurs in a spontaneous, free-flowing, "non-linear" manner. Because some of the resulting ideas are original, divergent thinking represents the potential for creative thinking and problem solving.



**E**

Term	Description
Effectiveness	is the capability of producing a desired result or the ability to produce desired output.. It is the ability to do things well, successfully, and without waste.
Emotion(s)	<p>Emotions are mental states brought on by neurophysiological changes, variously associated with thoughts, feelings, behavioural responses, and a degree of pleasure or displeasure (joy, sorrow, anger, fear, disgust,..)</p> <p>Emotion typically involves <u>feeling</u> but differs from feeling in having an overt or implicit engagement with the world.</p>
Emotional intelligence	Emotional intelligence (EI) is the ability to perceive, interpret, demonstrate, control, and use emotions to communicate with and relate to others effectively and constructively. This ability to express and control <u>emotions</u> is essential, but so is the ability to understand, interpret, and respond to the emotions of others.
Emotional reasoning	Emotional reasoning is a cognitive process by which an individual concludes that their emotional reaction proves something is true, despite contrary empirical evidence. Emotional reasoning creates an 'emotional truth', which may be in direct conflict with the inverse 'perceptual truth'.
Emotion regulation	Is the ability to exert control over one's own emotional state. It may involve behaviors such as rethinking a challenging situation to reduce <u>anger</u> or <u>anxiety</u> , hiding visible signs of sadness or <u>fear</u> , or focusing on reasons to feel happy or calm.
Empathy	Understanding a person from his or her frame of reference rather than one's own, or vicariously experiencing that person's feelings, perceptions, and thoughts. Empathy does not, of itself, entail motivation to be of assistance, although it may turn into <u>sympathy</u> or personal distress, which may result in action. Empathy for the person (client, user, patient) can be a path to comprehension of the client's cognitions, affects, motivations, or behaviors.

Empowerment	The process of becoming stronger and more confident, especially in controlling one's life and claiming one's rights. The promotion of the skills, knowledge, and confidence necessary to take greater control of one's life.
Enthusiasm	A feeling of excitement or passion for an activity, cause, or object.
Ethics	Moral principles that <u>govern</u> a person's behaviour or the conducting of an activity. The branch of philosophy that investigates both the content of moral judgments (i.e., what is right and what is wrong) and their nature (i.e., whether such judgments should be considered objective or subjective).
Evaluation	A systematic, intentional and structured interpretation process of gathering and analyzing data (quantitative and qualitative), It looks at original objectives, and at what is either predicted or what was accomplished and how it was accomplished.
Experimentation	The action or process of trying out new ideas, methods, or activities.
Extrinsic motivation	Extrinsic motivation involves completing a task or exhibiting a behavior because of outside causes such as avoiding punishment or receiving a reward. A motivation that is driven by external rewards.

## F

Term	Description
Feedback	Responses that inform an individual about the correctness, physical effect, or social or emotional impact of his or her behavior or thinking. In interpersonal relations and therapy, information feedback gives an individual insight into other people's experience of him or her. In behavior therapy, information feedback is intended to help change and shape behavior directly.
Feeling(s)	Feelings are subjective, evaluative, and independent of the sensations, thoughts, or images evoking them.

	They are inevitably evaluated as pleasant or unpleasant, but they can have more specific intrapsychic qualities (e.g. affective tone of fear is experienced as different from that of anger). Feeling is thus merely a mental portrait of what is going on in our body while we are experiencing emotion.
Flexibility	Flexibility is a personality trait that describes the extent to which a person can cope with changes in circumstances and think about problems and tasks in novel, creative ways.

## G

Term	Description
Gratitude	The quality of being thankful; readiness to show appreciation for and to return <u>kindness</u> . Gratitude is both a state and a trait.

## H

Term	Description
Hard skills	are specific abilities, capabilities and skill sets that an individual can possess and demonstrate in a measured way. They typically focus on specific tasks needed to complete a job, like the use of specific software, tools or other equipment. Many hard skills are technical and highly sought after.
Happiness	is a state of emotional well-being (emotion of joy, gladness, satisfaction,...) that a person experiences either in a narrow sense, when good things happen in a specific moment, or more broadly, as a positive evaluation of one's life and accomplishments overall—that is, subjective well-being.
Helplessness	Helplessness is <b>the belief that there is nothing that anyone can do to improve a bad situation</b> (such as being diagnosed with an illness). In many ways, then, helplessness is a belief that control over the situation or its outcomes is impossible. Like all beliefs, helplessness is learned.
Honesty	In general, truthfulness, uprightness, and integrity.

	Honesty, speaking and acting truthfully, is more than not lying, deceiving, stealing, or cheating. It entails showing respect towards others and having integrity and self-awareness.
Human needs	A condition of tension in an organism resulting from deprivation of something required for survival, well-being, or personal fulfillment. Needs are distinguished from wants. In the case of a need, a deficiency causes a clear adverse outcome: a dysfunction. Human needs are commonly used to refer to the drivers of peoples' actions, the motives behind human behavior.
Human relations	refers to the ability to interact in a healthy manner with others and build strong relationships. From the perspective of managers in a company, it involves the process of creating systems and communication channels to enable group employee relationships as well as strong one-on-one relationships.
Hypothesis	A supposition or proposed explanation made on the basis of limited evidence as a starting point for further investigation. In a scientific context, is a testable statement about the relationship between two or more variables or a proposed explanation for some observed phenomenon. In Philosophy a <u>proposition</u> made as a basis for <u>reasoning</u> , without any assumption of its truth.

I

Term	Description
Implementation	The process of putting a decision or plan into effect; execution. As such, implementation is the action that must follow any preliminary thinking for something to actually happen.
Impulse(s)	A sudden strong and unreflective urge or desire to act. in psychology, the expression of <u>psychic energy</u> from instinctual drives,
Innovative thinking	The ability to create something new, moving away from traditional thought patterns. With the help of innovative thinking, one can generate new ideas, act

	differently, and come up with novel solutions to problems.
Integrity	The practice of being honest and showing a consistent and uncompromising adherence to strong moral and ethical principles and values. In ethics, integrity is regarded as the honesty and truthfulness or accuracy of one's actions.
Intellectual flexibility	the moral capacity to adjust for one's lens—to admit one's perceptual limitations, embrace feedback, and learn from personal experience, including one's mistakes, as well as the insights and experiences of others. Keeping an open mind, ability to integrate information and shift.
Intelligence	The ability to derive information, learn from experience, adapt to the environment, understand, and correctly utilize thought and reason
Interaction	Relationship between two or more systems, people, or groups that results in mutual or reciprocal influence.
Interpersonal relationship	Interpersonal relationships are created by people's interactions with one another in social situations. This association may be based on inference, love, solidarity, support, regular business interactions, or some other type of social connection or commitment.
Interpersonal skills	The behaviors and tactics a person uses to interact with others effectively. People use interpersonal skills all the time when dealing with others, whether in the workplace, in social situations, or within a family.
Interpretation	The action of explaining the meaning of something. In the field of social assistance (e.g.voluntary work) interpretation can provide the individual with an alternative way of viewing the problem. Helps to get to underlying trends, patterns, and issues related to the problem.
Intrinsic motivation	Intrinsic motivation involves performing a task because it's personally rewarding to you. It is defined as the doing of an activity for its inherent satisfaction rather than for some separable consequence. When intrinsically motivated, a person is moved to act for the fun or challenge entailed rather than because of

	external products, pressures, or rewards.
Intuition	Immediate insight or perception, as contrasted with conscious reasoning or reflection. An ability to understand or know something immediately based on your feelings rather than facts.

## J

There are no terms.

## K

There are no terms.

## L

Term	Description
Lateral thinking	The solving of problems by an indirect and creative approach, typically through viewing the problem in a new and unusual light.
Leadership	The processes involved in leading others, including organizing, directing, coordinating, and motivating their efforts toward achieving certain group or organizational goals. Leadership tends to be reciprocal (leaders influence followers, and followers influence leaders), transactional (leaders and followers exchange their time, energies, and skills to increase their joint rewards), transformational (leaders inspire and motivate followers), and cooperative rather than coercive (followers voluntarily accept the leader's suggestions)
Listening skills	Are skills that contribute to one's ability to accurately receive information when communicating with others. Listening is the ability to accurately receive and interpret messages in the communication process. Without the ability to listen effectively, messages are easily misunderstood. As a result, communication breaks down and the sender of the message can easily become frustrated or irritated. If there is one communication skill you should aim to master, then

	listening is it.
Logical thinking	Analyzing a situation or problem using reason and coming up with potential solutions. Logical thinkers gather all the information they can, assess the facts, and then methodically decide the best way to move forward.

## M

Term	Description
Management	The process of dealing with or controlling things or people. A single or group of individuals who challenges and oversees a person or collective group of people in efforts to accomplish desired goals and objectives. Furthermore, the definition of management includes the ability to plan, organize, monitor and direct individuals
Mental Balance	The psychological state of someone who is functioning at a satisfactory level of emotional and behavioral adjustment.
Mindfulness	A mental state achieved by focusing one's awareness on the present moment, while calmly acknowledging and accepting one's feelings, thoughts, and bodily sensations, used as a therapeutic technique.
Misconception	A view or opinion that is incorrect because based on <u>faulty</u> thinking or understanding.
Morality	A system of beliefs or set of values relating to right conduct, against which behavior is judged to be acceptable or unacceptable.
Motivation	The impetus that gives purpose or direction to behavior and operates in humans at a conscious or unconscious level. Motives are frequently divided into (a) physiological, primary, or organic motives, such as hunger, thirst, and need for sleep; and (b) personal, social, or secondary motives, such as affiliation, competition, and individual interests and goals.
Multidisciplinary Approach	A manner of dealing with professional questions in which individuals from different disciplines or professions collaborate to obtain a more thorough,

	detailed understanding of the nature of the questions and consequently develop more comprehensive answers.
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## N

Term	Description
Negotiation	A reciprocal communication process in which two or more parties to a dispute examine specific issues, explain their positions, and exchange offers and counteroffers in an attempt to identify a solution or outcome that is acceptable to all parties.
Nonconformist	A person who does not conform to prevailing ideas or practices in their behaviour or views
Non-verbal communication	Nonverbal communication is the transmission of messages or signals through a non-verbal platform such as eye contact, facial expressions, gestures, posture, and body language. It includes the use of social cues, kinesics, distance and physical environments/appearance, of tone and pitch of the voice, and of touch.
Non-violent communication	Nonviolent communication is an approach to communication based on principles of nonviolence. It is not a technique to end disagreements, but rather a method designed to increase empathy and improve the quality of life of those who utilize the method and the people around them.



## O

Term	Description
Observation	The careful, close examination of an object, process, or other phenomenon for the purpose of collecting data about it or drawing conclusions.
Open-mindedness	Open-mindedness involves being receptive to a wide variety of ideas, arguments, and information. Being open-minded is generally considered a positive quality. It is necessary in order to think critically and rationally. Open-mindedness involves asking questions and actively searching for information that challenges own beliefs. It also encompasses the belief that other people should be free to express their beliefs and arguments, even if you do not necessarily agree with those views.
Optimism	Optimism is a mental attitude characterized by hope and confidence in success and a positive future. Optimists tend to view hardships as learning experiences or temporary setbacks. It is a set of beliefs and traits that help individuals reflect on the positive aspects of life rather than the negative ones.

## P

Term	Description
Patience	The capacity to accept or <u>tolerate</u> delay, problems, or suffering without becoming <u>annoyed</u> or <u>anxious</u> .
Perception	The process or result of becoming aware of objects, relationships, and events by means of the senses, which includes such activities as recognizing, observing, and discriminating. These activities enable organisms to organize and interpret the stimuli received into meaningful knowledge and to act in a coordinated manner.
Personal Growth	Is a process of developing new skills, attitudes, actions, or reactions that can have a positive impact on your life and increase your overall well-being. Successful personal growth requires motivation, the desire to improve, and the willingness to strive to make changes.

Personal Strength	Personal strengths are positive personality traits, knowledge and abilities. They are defined as our built-in capacities for particular ways of thinking, feeling, and behaving.
Personal Values	Are “broad desirable goals that motivate people’s actions and serve as guiding principles in their lives. Everyone has values, but each person has a different value set. These differences are affected by an individual's culture, personal upbringing, life experiences, and a range of other influences. They are one's own ethics and personality goals.
Personality Traits	A relatively stable, consistent, and enduring internal characteristic that is inferred from a pattern of behaviors, attitudes, feelings, and habits in the individual.
Positivity	The practice of being or tendency to be positive or optimistic in attitude.
Positive Psychology	Positive psychology is a branch of psychology focused on the character strengths and behaviors that allow individuals to build a life of meaning and purpose—to move beyond surviving to flourishing.
Preconception	A belief or expectation related to some <u>attitude object</u> that is held before substantial information about the object is gained.
Predisposition	A predisposition is any set of factors which while not be a direct cause make it more likely that a subject will display a <u>personality trait</u> or characteristic, or develop a particular <u>disorder</u> or <u>behavior</u> . For example, drug or alcohol addictions or even personality types, might be genetic predispositions. The actual personality development may be initiated by the interaction of certain biological, psychological, or environmental factors.
Prejudice	A negative attitude toward another person or group formed in advance of any experience with that person or group. Prejudices include an affective component (emotions that range from mild nervousness to hatred), a cognitive component (assumptions and beliefs about groups, including <u>stereotypes</u> ), and a

	behavioral component (negative behaviors including <u>discrimination</u> and violence). They tend to be resistant to change because they distort the prejudiced individual's perception of information pertaining to the group. Prejudice based on racial grouping is <u>racism</u> ; prejudice based on sex is <u>sexism</u> ; prejudice based on chronological age is <u>ageism</u> ; and prejudice based on disability is <u>ableism</u> .
Prioritization	Prioritization is the activity that arranges items or activities in order of importance relative to each other.
Proactivity	Proactivity or proactive behavior refers to self-initiated behavior that endeavours to solve a problem before it has occurred. Proactive behavior involves acting in advance of a future situation, rather than reacting.
Problem solving	Problem solving is the act of defining a problem; determining the cause of the problem; identifying, prioritizing, and selecting alternatives for a solution; and implementing a solution.

## Q

There are no terms.

## R

Term	Description
Rational thinking	Rational thinking is defined as the use of reason, the capacity to make sense of things, and the use of logic to establish and verify facts.
Rapport	In Psychology the ability to connect with others in a way that creates a climate of trust and understanding. A warm, relaxed relationship of mutual understanding, acceptance, and sympathetic compatibility between or among individuals.
Reasoning	Reasoning is a process of thinking during which the individual is aware of a problem identifies, evaluates, and decides upon a solution
Receptiveness	The quality of being willing to listen to or to accept new ideas, impressions, or suggestions. Learning that is facilitated through social interactions with other

	individuals.
Reciprocity	The quality of an act, process, or relationship in which one person receives benefits from another and, in return, provides an equivalent benefit.
Reflection	Examination, contemplation, and analysis of one's thoughts, feelings, and actions. The condition of or capacity for this is called <b>self-reflexivity</b> .
Relaxation	Abatement of intensity, vigor, energy, or tension, resulting in calmness of mind, body, or both.
Resilience	The process and outcome of successfully adapting to difficult or challenging life experiences, especially through mental, emotional, and behavioral flexibility and adjustment to external and internal demands. A number of factors contribute to how well people adapt to adversities, predominant among them (a) the ways in which individuals view and engage with the world, (b) the availability and quality of social resources, and (c) specific coping strategies. Psychological research demonstrates that the resources and skills associated with more positive adaptation (i.e., greater resilience) can be cultivated and practiced.
Respect	An attitude of, or behavior demonstrating, esteem, honor, regard, concern, and other such positive qualities toward an individual or entity. Respect can serve an important purpose in interpersonal and intergroup relations by aiding in communication, for example.
Responsibility	<i>Taking</i> responsibility is acknowledging and accepting the choices you have made, the actions you have taken, and the results they have led to. True autonomy leads to both <i>having</i> responsibility and <i>taking</i> responsibility. Responsibility is an essential element of integrity; it is the congruence of what you think, what you say, and what you do. Responsibility is essential for reciprocity, trust, and for maintaining symmetric relationships.
Risk management	Is a structured approach to managing uncertainty related to a threat, a sequence of human activities including: risk assessment, strategies development to manage it, and mitigation of risk using managerial

	resources.
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## S

Term	Description
Self-actualization	The complete realization of that of which one is capable, involving maximum development of abilities and full involvement in and appreciation for life, particularly as manifest in <u>peak experiences</u> . The term is associated especially with Abraham Maslow, who viewed the process of striving toward full potential as fundamental yet obtainable only after the basic needs of physical survival, safety, love and belongingness, and esteem are fulfilled. Also called <b>self-realization</b> .
Self-awareness	The ability to focus on yourself and how your actions, thoughts, or feelings match or don't match your internal standards. If someone is very self-aware, they can evaluate themselves objectively, control their emotions, align their behavior with their values, and correctly understand how others perceive them.
Self-care	It is defined as providing adequate attention to one's own physical and psychological wellness. It is ability to care for oneself through awareness, self-control, and self-reliance in order to achieve, maintain, or promote optimal health and well-being.
Self-discipline	1.The control of one's impulses and desires, forgoing immediate satisfaction in favor of long-term goals. 2. Resolute adherence to a regimen or course of action in order to achieve one's goals.
Self-concordance	The extent to which people pursue personal goals with feelings of intrinsic interest and identity congruence. Self-concordant goals are goals that are aligned with who we are, our authentic self, and with what we really want to do in our lives.
Self-concept	One's description and evaluation of oneself, including psychological and physical characteristics, qualities, skills, roles and so forth. Self-concepts contribute to the individual's sense of identity over time. The conscious representation of self-concept is dependent in part on nonconscious schematization of the self. Although self-concepts are usually available to some

	degree to the consciousness, they may be inhibited from representation yet still influence judgment, mood, and behavioral patterns.
Self-confidence	Is described as self-assurance: trust in one’s abilities, capacities, and judgment. It is <b>an attitude about your skills and abilities</b> . It means you accept and trust yourself and have a sense of control in your life. You know your strengths and weakness well, and have a positive view of yourself.
Self-efficacy	Refers to an individual's belief in his or her capacity to execute behaviors necessary to produce specific performance attainments.It reflects confidence in the ability to exert control over one's own motivation, behavior, and social environment.
Self-expression	Free expression of one’s feelings, thoughts, talents, attitudes, or impulses through such means as verbal communication; the visual, decorative, literary, and performing arts; and other commonplace activities (e.g., gardening, sports). Self-expression is, at its core, the action of expressing yourself, and it can take a wide variety of forms.
Self-expression	Free expression of one’s feelings, thoughts, talents, attitudes, or impulses through such means as verbal communication; the visual, decorative, literary, and performing arts; and other commonplace activities (e.g., gardening, sports). Self-expression is, at its core, the action of expressing yourself, and it can take a wide variety of forms.
Self-regulation	The control of one’s behavior through the use of self-monitoring (keeping a record of behavior), self-evaluation (assessing the information obtained during self-monitoring), and self-reinforcement (rewarding oneself for appropriate behavior or for attaining a goal).
Situational awareness	Conscious knowledge of the immediate environment and the events that are occurring in it. Situational awareness involves perception of the elements in the environment, comprehension of what they mean and how they relate to one another, and projection of their future states.

Social interaction	Any process that involves reciprocal stimulation or response between two or more individuals. Social interaction includes the development of cooperation and competition, the influence of status and social roles, and the dynamics of group behavior, leadership, and conformity. Persistent social interaction between specific individuals leads to the formation of social relationships.
Social proof	Is a psychological phenomenon where people assume the actions of others in an attempt to reflect correct behavior for a given situation. In essence, it's the notion that, since others are doing it, I should be doing it, too. It is partially a reflection of 'herd mentality'.
Soft skills	Personal attributes that enable someone to interact effectively and <u>harmoniously</u> with other people. They are non-technical skills that describe how you work and interact with others. Unlike hard skills, they're not necessarily something you'll learn in a course, like data analytics or programming. Instead, they reflect your communication style, work ethic, and work style.
Strategic thinking	Is simply an intentional and rational thought process that focuses on the analysis of critical factors and variables that will influence. In its simplest form, strategic thinking is an ability to plan for the future. It's the capacity to prepare strategies and conjure ideas that will both cope with changing environments and consider the various challenges that lie ahead.
Stress	The physiological or psychological response to internal or external stressors. Stress involves changes affecting nearly every system of the body, influencing how people feel and behave. It may be manifested by palpitations, sweating, dry mouth, shortness of breath, fidgeting, accelerated speech, augmentation of negative emotions (if already being experienced), and longer duration of stress fatigue. Severe stress is manifested by the general adaptation syndrome. By causing these mind–body changes, stress contributes directly to psychological and physiological disorder and disease and affects mental and physical health,

	reducing quality of life.
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## T

Term	Description
Transferable skills	Skills beyond qualification. Skills and abilities you've developed throughout your life, at school or university, at home, in your social life, as well as through any experience in the work-place. They are often called "portable skills" because you can apply these general skills to various fields, working environments, and industries (e.g. collaboration, problem solving, time management, creative thinking, adaptability, and so on).
Transparency	Is a skill that requires you to be an honest and straightforward employee. As an ethic, transparency is operating in such a way that it is easy for others to see what actions are performed. Transparency implies openness, communication, and accountability. It is perhaps most commonly used in a figurative way to refer to a state in which things are free from any attempt to hide something. Is a skill that requires you to be an honest and straightforward employee.
Trust	Reliance on or confidence in the dependability of someone or something. In interpersonal relationships, trust refers to the confidence that a person or group of people has in the reliability of another person or group; specifically, it is the degree to which each party feels that they can depend on the other party to do what they say they will do. The key factor is not the intrinsic honesty of the other people but their predictability. Trust is considered by most psychologists to be a primary component in mature relationships with others, whether intimate, social, or therapeutic.
Trustworthiness	Is the ability to be honest, dependable and reliable. It relates directly to ethics on two specific dimensions: integrity and benevolence In professional settings, it's the assurance that someone will get



	things done. It's a vital component of an effective and efficient workplace environment.
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## U

There are no terms.

## V

Term	Description
Values	In psychosocial terms, values are principles or standards of behavior; own judgment about what is important in life. They are individual beliefs that motivate people to act one way or another. Basic human values refer to those values which are at the core of being human. The values which are considered basic inherent values in humans include truth, honesty, loyalty, love, peace, etc. because they bring out the fundamental goodness of human beings and society at large.
Verbal communication	Verbal communication is the use of words to share information with other people. It can therefore include both spoken and written communication. However, many people use the term to describe only spoken communication. The verbal element of communication is all about the words that you choose, and how they are heard and interpreted.
Vertical thinking	The solving of problems using conventional logical processes. It is a type of approach to problems that usually involves one being selective, analytical, and sequential.
Vision	A mental image of something or someone produced by the imagination. Whether personal or in business, a clear vision will enable us to define the path to success. Yet achieving that vision is down to our own mindset, and being prepared to test ourselves on a daily basis in a way which will be uncomfortable and difficult at times, but totally necessary to make change happen.
Visualization	The process of creating a visual image in one's mind or mentally rehearsing a planned movement in order to

	learn skills or enhance performance. In the field of creativity, we encourage and initiate the generation of new ideas. Therefore, visualization is an effective creative tool.
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**W**

There are no terms.

**X**

There are no terms.

**Y**

There are no terms.

**Z**

There are no terms.

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