



Step-by-Step “Talking” Worksheet

1. Start with a Mission Statement. This is one from the School of Humanities and Sciences

Discovery is the act of learning—and its ultimate goal.

To discover is to **ask questions and search for answers**. Moments of discovery **awaken possibilities, reveal new paths, and inspire solutions**. Years of discovery can change the world.

Stanford is home to generations of scholars who are defined not by their disciplinary experience but rather by the **problems they seek to solve**.

Here, breakthrough discoveries don’t happen by accident—they are the result of **creativity, inspiration, and passion** combined with cutting-edge **technology and a collaborative mindset**.

At Stanford, faculty and students make discoveries every day and across every discipline. Whether they work in libraries or labs, their research has the potential to **transform our understanding of life and the way we live**.

<http://humsci.stanford.edu/faces/archive/discovery>

2. Given this statement, we could say that Study within Humanities & Sciences **develops leaders focused on discovery, learning, and problem solving**. They ask questions and search for answers, awaken possibilities, reveal new paths and inspire solutions. Specific skills you learn from studying Public Policy help you develop as a leader. Now, think about how this statement can help you talk about the skills and habits of mind you’ve learned as a Public Policy major, including: Critical/Analytical, Relationship, Physical/Technical, Communication, Management/Leadership, and Creative.

In the next section, spend some time answering the prompts to come up with good material for future “talking” moments.

Critical / Analytical: Through (fill in) _____ you learn to synthesize a range of information and identify the most important elements for consideration. You learn to present coherent reasons for adopting a position and debunk faulty reasoning regarding a proposal or assertion.

Skills involved in critical and analytical activities:

- Analysis
- Clarification
- Evaluation
- Interpretation
- Judgement
- Objectivity
- Problem Solving
- Reasoning
- Quantitative and qualitative analysis

Describe a project / assignment you completed in a course that demonstrated critical and/or analytical thinking

Relationship: Through (fill in) _____), you learn to work collaboratively within a range of working styles. You resolve conflict and empathically listen in order to formulate plans that capitalize on different talents.

Skills involved in strong relationships:

- Active and empathic listening
- Appreciation for diverse ways of seeing the world
- Knowledge and respect for different working styles
- Ability to resolve conflicts
- Emotional Intelligence (e.g., understand body language)

Describe a project / assignment you completed in a course that demonstrated strong relationship skills

Physical/Technical: Through (fill in) _____ you learn specific software and hardware applications to gather and crunch data, operate equipment and resources, and support facility management.

Skills involved in physical/technical abilities:

- Quantitative analysis
- Software knowledge for data aggregation and analysis
- Hardware / server networking abilities
- Knowledge of plant or facility setup design and operations
- Knowledge of lab procedures
- Awareness of governance and organizational charts and hierarchies
- Supply-chain management skills and procurement
- Installation qualification procedural knowledge

Describe a project / assignment you completed in a course that demonstrated strong physical/technical abilities

Communication: Through (fill in) _____ you learn specific communication skills that allow you to work well in a group, network across departments and disciplines, and get complicated projects off the ground and executed.

Skills involved in communication:

- Facility with necessary technical communication conventions
- Knowledge of and facility with specific genre conventions (e.g., policy memo, policy briefs, marketing material)
- Persuasive rhetorical skills in writing and speaking
- Ability to adapt writing style for group contexts
- Ability to listen and keep an open mind
- Awareness of the importance of body language

Describe a project / assignment you completed in a course that demonstrated strong communication skills.

Management/Leadership: Through (fill in) _____ you learn specific management and leadership skills that allow you to recruit and keep top talent, manage resources well, support professional development, and motivate and mobilize teams.

Skills involved in leadership:

- Ability to think globally (e.g., 5-year/10-year plan) and locally (e.g., tackling daily workplace tasks and challenges)
- Ability to motivate others and maintain good morale when facing obstacles as a group
- Great communication skills (see above)

- Ability to negotiate and solve conflicts with diplomacy
- Calmness under fire
- Ability to make tough, executive decisions without a network of support
- Ability to use a network of support, delegate, and defer to the expertise of others
- Knowledge of and ability to support a wide-range of talent and working styles (e.g., extroverts vs. introverts, technical vs. soft skills)
- Ability to think in the long term about the “big picture”

Describe a project / assignment you completed in a course that demonstrated strong leadership skills

Creative: Through (fill in)_____ you learn to devise new ways to carry out tasks, solve problems and meet challenges. You learn to think "outside the box" leading to new directions and innovations.

Habits of mind involved in creative activities:

- Openness to unconventional ideas and ways of doing
- Abstract thinking
- Courage to forge new paths
- Ability to draw connections across a wide-range of disciplines and practices
- Ability to conceptualize ideas graphically and grasp complex relationships

Describe a project / assignment you completed in a course that demonstrated creative thinking and action
