Instructions

- How to use this ChatGPT prompt
 - 1. Copy the entire prompt below.
 - 2. Paste it into ChatGPT.
 - 3. Replace the placeholders with your company name, website, and a short company description.
 - 4. Add the role name and description at the bottom where indicated.
 - 5. Run the prompt.

ChatGPT will generate a prioritized list of 40 skills tailored to your role and company, based on your taxonomy.

Pro tip: Review the results carefully and edit as needed. Skills marked as "NEW SKILL" can be considered for future additions to your taxonomy.

Al Prompt

You are an expert in skills taxonomies, workforce planning, and talent analytics. Your task is to help create a prioritized and well-structured list of the 40 most important skills for a specific job role at (INSERT COMPANY NAME) — [Website: (INSERT WEBSITE)].

(INSERT SHORT COMPANY DESCRIPTION)

This company uses a skills taxonomy structured into the following categories:

- Essential Human Skills (soft skills & behaviors)
- Global Skills (cross-functional competencies)
- Department & Specialization Skills (e.g. Dev & Tech, Design, Sales, HR, etc.)
- Methodologies & Frameworks
- Technical Skills (software & tools, programming languages, platforms, etc.)

The full taxonomy is listed below. Please make sure to use these exact naming conventions when selecting skills. If a skill is missing and needs to be added, clearly mark it as "NEW SKILL".

If a skill appears in multiple categories, choose the most appropriate category based on the role's focus. Make sure to include a balanced mix of soft skills and hard/functional skills.

Important for technical tools:

List each technical tool or platform separately. Do not group tools together. For example, write "Power BI", "Microsoft Excel", "Google Cloud Platform", and "Amazon Web Services" as individual skills.

- Output format: Please generate a table with the following columns:
 - 1. Skill name
 - 2. Skill category
 - 3. Top 20 skill? (Yes/No)
 - 4. Skill level Recommended proficiency for the role: Beginner, Intermediate, or Expert
 - 5. New skill? (If yes, mark as "NEW SKILL", else mark as "Current")

6. Notes – A brief explanation of why the skill was selected and, if relevant, why that skill level was chosen.

↑ Total number of skills should be exactly 40. The most important skills should be listed first in the table.

- Guidance on skill levels
 - Assign a skill level to every skill in the list.
- Beginner: Basic awareness and ability to contribute in a limited way. The person can support others but is not expected to perform independently.
- Intermediate: Applied competence. The person can use the skill effectively in daily work, solve standard problems, and collaborate confidently with others. This is the most common level for most role skills.
- Expert: Deep mastery, built over years of practice. The person can solve highly complex problems, lead others, mentor or teach, and innovate in this area. Use this level sparingly only for a small number of core skills where mastery is essential for the role.

Below follows the skills taxonomy and then the role name and description you should work with:

ESSENTIAL HUMAN SKILLS
Accountability & Ownership
Active Learning - Growth Mindset
Active Listening
Attention to Detail
Challenging Conventions
Conflict Management
Creativity and Innovation
Critical Thinking
Cultivating Inclusivity
Curious
Design Sense
Diligence
Emotional Intelligence
Empathy
Empowerment
Entrepreneurial Spirit
Feedback
Focus on Quality
Fosters a Sense of Connection and
Belonging
High Ethics and Moral Standards
Improvisation
Influence
Inspiring Vision

Interpersonal Relationships
Judgment and Decision Making
Lateral Thinking
Leadership
Leading change
Nurturing Growth
Open-mindedness and Adaptability
Proactive
Problem Solving
Psychological Safety
Respect
Self Awareness & Reflection
Service Orientation
Social Perceptiveness
Strategic Thinking
Stress Tolerance and Flexibility
Structured
Teamwork and Collaboration
Understanding the Big Picture
User & Customer Centricity
Virtual Collaboration
Visionary Thinking
Resilience
Cultural Intelligence

GLOBAL SKILLS
Administration and Management
Analytics
Budget Management
Business Acumen
Business Analysis
Business Development
Change Management
Communication
Continuous Improvements
Coordinate
Creative Ideation
Develop Strategies and Objectives
Employee Onboarding
Facilitation of Meetings

Identifiy Operational Issues
Instructing
Learning Strategies
Mathematics
Mentoring & Coaching
Negotiation
Operations Analysis
Organizational Skills
Persuasion
Presentation Skills
Process Improvement
Process Management
Project Management
Prototyping
Recruitment
Relationship Building
Requirement Writing
Requirements Gathering
Research
Risk Management
Stakeholder Management
Storytelling
Team & People Management
Time Management
Writing
Networking and Relationship Building
Strategic Alliances

Dev & Tech Specialisation
Algorithms
API Design and Development
Automation Scripting
Caching Strategies
Configuration Management
Continous Delivery (CD)
Continous Integration (CI)
Cross-browser Compatibility
Data Structures
Database Management
Database Optimization
DevOps Management

Distributed systems
Infrastructure as a Code
Machine Learning
Microservices Architecture
Performance Optimization
RESTful API Design
Software Integration
Software Testing
System Architecture Design
System Automation
System Design
System Integration
System Testing and Validation
Systems Analysis
Systems Evaluation
Technical Writing
Testing and Debugging
Troubleshooting
Web Services (SOAP, REST)

DESIGN & PRODUCT SPECIALISATION
Accessible Design
Card Sorting
Competitor Analysis
Concept Development
Contextual Enquiry
Create Insight Templates
Creation of User Profiles & Personas
Derive Hypotheses
Design Specs
Digital Strategy
Ensure CI/CD Requirements
Ethnography
Information Visuals
Manage Research Budgets
Motion Design
Pattern Recognition
Product & CX Strategy
Product Backlog

Product Roadmap
Product Vision
Qualitative and Quantitative Research
Scenarios
Service Design
Sound Design
Stakeholder Interviews
Styleguides and Component Libraries
Typography
UI Design
Unmoderated Remote Testing
Usability Testing
User & Customer Journey Mapping
User Research
UX Design
UX Writing
Validate Hypotheses
Wireframing

CLOUD & INFRASTRUCTURE SPECIALISATION
AWS Cloud Administrator
Bash Scripting
Bash Scripting
Cloud networking architecture
Conducting maintenance of network
Creating design documents
Disaster Recovery Planning
DNS, DHCP, and IPAM
Fiber Optics and Cabling
Firmware Management
Hardware Integration
High Availability Design
Implementing security measures
IP Addressing and Subnetting
Linux system administration
Load Balancing
Microsoft Security Administrator
Monitoring network logs
Monitoring network traffic
MPLS and WAN Technologies

Network Automation
Network Compliance and Auditing
Network Configuration and Management
Network Design and Architecture
Network Documentation and Reporting
Network Performance Analysis
Network Redundancy and Failover
Network Security (Firewalls, IDS/IPS)
Network Troubleshooting
Network Virtualization
Performing automation
Quality of Service (QoS)
Routing Protocols (e.g., OSPF, BGP)
Server Backup Management
Serverless Architectures
Software-Defined Networking (SDN)
Storage Management
Switching Protocols
System Backup and Recovery
System Compliance and Auditing
System Lifecycle Management
System Monitoring and Performance
Tuning
System Security Best Practices
Understand application protocol
Virtual server environment
Virtualization Technologies
VPNs and Tunneling
Wireless Networking
Cloud Cost Optimization

DATA SPECIALISATION
Data Analysis
Data Architecture
Data Cleaning and Preprocessing
Data Collection
Data Governance
Data Integration
Data Mining
Data Modeling
Data Pipeline Design
Data Quality

Data Security
Data Transformation
Data Visualization
Data Wrangling
Machine Learning
Predictive Modeling
Statistical Analysis

Al	
Al Knowled	lge Management
Al-based A	nalytics & Insights
Al-based C	ontent Summarization
Al-based Q Testing	Quality Assurance &
Al-driven S	earch & Retrieval
Al-driven T	ranslation & Localization
ChatGPT	
Code Gene GitHub Cop	eration with AI (e.g., pilot)
Conversation	onal Al Integration
Ethical & R	esponsible Al Use
Generative Midjourney	Image Tools (e.g., , DALL·E)
Model Fine	-tuning & Customization
Perplexity	
Prompt Eng	gineering
Voice & Sp	eech Recognition Tools
	-

Sales	
Account & Key Account	
Management	
Applying Challenger Sales	
Techniques	
Closing & Negotiation Skills	
Competitive & Customer Insight	
Analysis	
Content Creation for Sales	
Customer Success & Support	
Implementing Sales Automation	
Tools	

Integrated Sales and Marketing Strategies
Market & Customer Insight Analysis
Networking & Relationship Building
Objection/Rejection Handling
Personalization Strategies
Product Knowledge Mastery
Prospecting Techniques
Sales Effectiveness & Enablement
Sales Processes Optimization
Sales Strategy Development
Social Selling Mastery
Strategic Customer Growth
Strategic Partnerships Development
Value Proposition Development

Customer Support

Adaptability in Customer Interactions
Conflict Resolution and

De-escalation

Cultural Sensitivity and Inclusivity

Ticket Management and Prioritization

Knowledge Base Utilization and

Maintenance

Multi-Channel Support Proficiency

Root Cause Analysis

Customer Feedback Analysis

Proactive Issue Prevention

Customer Advocacy

Upselling and Cross-Selling

Customer Education and

Onboarding

Product Knowledge Mastery

HR and Learning Development

Accessibility & Accommodation

Career Management

Change Management

Compensation & Benefits

Conflict Management
Employee Communications
Employee Engagement &
Experience Management
Employee Health & Wellbeing
Employee Onboarding & Offboarding
Employee Retention
Employer Branding
Employment Laws and Regulations
Executive HR Advisory
Facilitation & Training Delivery
HR Analytics & Data Privacy
Compliance
HR Service Delivery & Consulting
HR Strategy & Workforce Planning
Instructional Design
Labor Relations Management
Leadership Development &
Succession Management
Learning Strategies
Organizational Development &
Culture
Payroll Management
Performance Management
Recruitment & Talent Acquisition
Reskilling & Upskilling Strategies
Severance Management
Talent Management
Training Needs Analysis
Workplace Diversity & Inclusion

METHODOLOGY & FRAMEWORKS Agile Methodology Build-measure-learn (BML) Crystal CyberSecurity Design Thinking Dynamic Systems Development Method (DSDM) Extreme Programming (XP) Feature Driven Development (FDD) GDPR	
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Design Thinking Dynamic Systems Development Method (DSDM) Extreme Programming (XP) Feature Driven Development (FDD) GDPR	Crystal
Dynamic Systems Development Method (DSDM) Extreme Programming (XP) Feature Driven Development (FDD) GDPR	CyberSecurity
(DSDM) Extreme Programming (XP) Feature Driven Development (FDD) GDPR	Design Thinking
Feature Driven Development (FDD) GDPR	,
GDPR	Extreme Programming (XP)
32. 1.	Feature Driven Development (FDD)
InfoSoo (ISO 27001)	GDPR
11110366 (130 27001)	InfoSec (ISO 27001)

ISO9001	
ITIL v4	
ITSM Framework	
Kanban	
Lean	
PDCA	
Scaled Agile Framework (SAFe)	
SCRUM	
Scrum@Scale	
Six Sigma	
Strategyzer Value Proposition Designer	
Waterfall	

Below follows information about role name and then information about the role (INSERT ROLE NAME AND DESCRIPTION)