

FOUNDATION SKILLS

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Career Key 



The 17 Foundation Skills are those required of all workers in the high-performance workplace of the 21st century. They are grouped into four clusters:

BASIC SKILLS

Reading:

1. ___ Identify relevant details, facts, and specification in what is being read;
2. ___ Locate information in books and manuals, from graphs and schedules;
3. ___ Find meaning of unknown or technical words and phrases;
4. ___ Judge accuracy of reports; and
5. ___ Use computer to find information.

Writing:

1. ___ Communicate thoughts, ideas, information, and messages in writing;
2. ___ Record information completely and accurately;
3. ___ Create documents, including letters, manuals, reports and graphs;
4. ___ Check, edit, and revise documents

for correct information, appropriate emphasis, grammar, spelling, and punctuation; and

5. ___ Use computers to communicate information.

Mathematics:

1. ___ Use numbers, fractions, and percentages to solve practical problems;
2. ___ Make reasonable estimates of arithmetic results without calculator;
3. ___ Use tables, graphs, diagrams, and charts to obtain numerical information;
4. ___ Use computers to enter, retrieve, change, and communicate numerical information; and
5. ___ Use computers to communicate data, choosing the best form to present

data (e.g., line or bar graph, pie charts).

Speaking:

1. ___ Organize ideas and communicate oral messages appropriate to listener and situations;
2. ___ Select appropriate language, tone or voice, gestures, and level of complexity appropriate to audience and occasion;
3. ___ Speak clearly; ask questions when needed.

Listening:

1. ___ Listen carefully to what a person says, noting tone of voice and other body language to understand content and feelings being expressed; and
2. ___ Respond in a way that shows understanding of what is said.

THINKING SKILLS

Creative Thinking:

1. ___ Use imagination freely, combining ideas or information in new ways; and
2. ___ Make connections between ideas that seem unrelated.

Problem-Solving Skills:

1. ___ Recognize problem, a gap between what is and what should or could be;
2. ___ Identify why it is a problem;
3. ___ Create and implement a solution; and

4. ___ Watch to see how well solution works and revise if needed.

Decision Making Skills:

1. ___ Identify the goal desired in making the decision;
2. ___ Generate alternatives for reaching the goal;
3. ___ Gather information about the alternatives (e.g., from experts or trustworthy online resources);
4. ___ Weigh the pros and cons of each alternative (i.e., gains/losses to yourself

and others, approval/disapproval or self and others);

5. ___ Make the best choice; and
6. ___ Plan how to carry out your choice and what you will do if negative consequences occur.

Visualization:

1. ___ See a building or object by looking at a blueprint, drawing, or sketch; and
2. ___ Imagine how a system works by looking at a schematic drawing.

PEOPLE SKILLS

Social:

1. ___ Show understanding, friendliness, and respect for the feelings of others;
2. ___ Assert oneself appropriately, stand up for yourself and your ideas in a firm, positive way; and
3. ___ Take an interest in what people say and why they think and act as they do.

Negotiation:

1. ___ Identify common goals among different parties in conflict and the ways they depend on each other;
2. ___ Clearly present the facts and arguments of your own position;
3. ___ Listen to and understand other party's position; and
4. ___ Create and propose possible options for resolving the conflict, making reasonable compromises.

Leadership:

1. ___ Communicate thoughts and feelings to justify a position;
2. ___ Encourage, persuade, or convince individuals or groups;
3. ___ Make positive use of rules (e.g. "Robert's Rules of Order") or values of the organization;
4. ___ Exhibit ability to have others believe in and trust you due to your competence and honesty.

Teamwork:

1. ___ Work cooperatively with others; contribute to the group with ideas and effort;
2. ___ Do own share of tasks necessary to complete project;
3. ___ Encourage team members by listening to them, providing support, and offering tips for success, as appropriate;

4. ___ Resolve differences for the benefits of the team; and
5. ___ Responsibly challenge existing procedures, policies, or authorities.

Cultural Diversity:

1. ___ Work well with people having different ethnic, social, or educational backgrounds;
2. ___ Understand the concerns of members of other ethnic and gender groups;
3. ___ Base impressions on a person's behavior, not stereotypes;
4. ___ Understand one's own culture and those of others and how they differ; and
5. ___ Respect the rights of others while helping them make cultural adjustments where necessary.

PERSONAL QUALITIES

Self-Esteem:

1. ___ Understand how beliefs affect how a person feels and acts;
2. ___ Listen to what you say to yourself to identify any irrational or harmful beliefs you may have; and
3. ___ Understand how to change these negative beliefs when they occur.

Self-Management:

1. ___ Assess your own knowledge and skills accurately;
2. ___ Set well-defined and realistic personal goals; and
3. ___ Monitor your progress toward your goals.

Responsibility:

1. ___ Give a high level of effort toward reaching goals;
2. ___ Work hard to become excellent at job tasks. Pay attention to details. Concentrate on doing tasks well, even unpleasant ones; and
3. ___ Display high standards of attendance, honesty, energy, and optimism.