



My Work Skills List

Name: _____

Date: _____

My Foundation Skills Checklist

Basic Skills

Reading:

- Identify relevant details, facts, and specification in what is being read;
- Locate information in books & manuals (online or print), from graphs, schedules;
- Find meaning of unknown or technical words and phrases;
- Judge accuracy of reports; and
- Use computer and Internet to find information.

Writing:

- Communicate thoughts, ideas, information, and messages in writing;
- Record information completely and accurately;
- Create documents, including letters, manuals, reports and graphs;
- Check, edit, and revise documents for correct information, appropriate emphasis, grammar, spelling, and punctuation; and
- Use computers to communicate information.

Mathematics:

- Use numbers, fractions, and percentages to solve practical problems;
- Make reasonable estimates of arithmetic results without calculator;
- Use tables, graphs, diagrams, and charts to obtain numerical information;
- Use computers to enter, retrieve, change, and communicate numerical information; and
- Use computers to communicate data, choosing the best form to present data (e.g., line or bar graph, pie charts).

Speaking:

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

Listening:

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

Thinking Skills

Creative Thinking:

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

Problem-Solving Skills:

- Recognize problem, a gap between what is and what should or could be;
- Identify why it is a problem;
- Create and implement a solution; and
- Watch to see how well solution works and revise if needed.

Decision Making Skills:

- Identify the goal desired in making the decision;
- Generate alternatives for reaching the goal;
- Gather information about the alternatives (e.g., from experts or books);
- Weigh the pros and cons of each alternative (i.e., gains/losses to yourself and others, approval/disapproval or self and others);
- Make the best choice; and
- Plan how to carry out your choice and what you will do if negative consequences occur.

Visualization:

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

People Skills

Social:

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

Negotiation:

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

Leadership:

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

Teamwork:

- Work cooperatively with others; contribute to the group with ideas and effort;
- Do own share of tasks necessary to complete project;
- Encourage team members by listening to them, providing support, and offering tips for success, as appropriate;
- Resolve differences for the benefits of the team; and
- Responsibly challenge existing procedures, policies, or authorities.

Cultural Diversity:

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

Personal Qualities**Self-Esteem:**

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

Self-Management:

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

Responsibility:

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

Transferable Skills from Previous Work:

My Motivated Skills

“Good Experiences”

For each: *What I did, How I did it, and What happened*

[add sheets if necessary]

★Skills I Need (and how I will learn each)

[add sheets if necessary]