SKILLS FOR THE WORK PLACE

There are many ways to develop skills: school, social, and leisure activities, work, sports, hobbies, home chores, and volunteer work. The skills you build during your school years will become the building blocks of your work foundation. Think of yourself now, in school, and evaluate each skill as used in school.

Check the box that best describes your level of each skill with an “x”.

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| Communication Skills | | |
| Can  Do | **Needs**  **Work** |  |
|  |  | Giving presentations |
|  |  | Reading manuals |
|  |  | Writing clearly and concisely |
|  |  | Listening and responding to what  Others say |

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| Problem Solving | | |
| Can  Do | **Needs**  **Work** |  |
|  |  | Analyzing information |
|  |  | Understanding the problem |
|  |  | Identifying the problem |
|  |  | Solving the problem |
|  |  | Applying the solution |

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| Knowing How to Learn | | |
| Can  Do | **Needs**  **Work** |  |
|  |  | Asking questions |
|  |  | Reading information |
|  |  | Using the library |
|  |  | Researching Information |
|  |  | Joining activities and clubs |

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| Responsibility | | |
| Can  Do | **Needs**  **Work** |  |
|  |  | Doing homework |
|  |  | Meeting project deadlines |
|  |  | Getting to class on time |
|  |  | Following a schedule |
|  |  | Being on sports teams or clubs |

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| Creative Thinking | | |
| Can  Do | **Needs**  **Work** |  |
|  |  | Learning how others have been |
|  |  | creative |
|  |  | Using your Imagination |
|  |  | Trying new ways of doing things |
|  |  | Looking at issues from a different Point of view |

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| People Skills | | |
| Can  Do | **Needs**  **Work** |  |
|  |  | Getting along with others |
|  |  | Meeting new people |
|  |  | Working on a team |
|  |  | Respecting the ideas of others |

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| Personal Skills | | |
| Can  Do | **Needs**  **Work** |  |
|  |  | Dependable and responsible |
|  |  | Have integrity; honest and ethical |
|  |  | Strive to be the best |
|  |  | Motivated and enthusiastic |
|  |  | Reliable and dependable |
|  |  | Persistent |
|  |  | Courteous and respectful |

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| Self-Management | | |
| Can  Do | **Needs**  **Work** |  |
|  |  | Scheduling your day |
|  |  | Setting priorities and goals |
|  |  | Efficient and organized |
|  |  | Flexible; accept change |

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| Technical Skills | | |
| Can  Do | **Needs**  **Work** |  |
|  |  | Using a keyboard |
|  |  | Using a word processing program |
|  |  | Organizing and analyzing info with spread sheets |
|  |  | Developing a PowerPoint presentation |
|  |  | Learning to cut and paste text |
|  |  | Using the Internet for research |
|  |  | Using e-mail |

Skills for the workplace (continued)

* Based upon your rating, which two skill areas do you feel are your areas of strength? Why?

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* Which two areas need more development?

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* What actions can you take in order to improve the skill areas that are lacking?

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* What are the skills you think employers are looking for? Why?

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