

Workplace Success Skills

Listed below are some of the skill sets that may be needed to experience a successful employment experience.

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| <p>Basic Skills</p> | <p>Reading: locate, understand and interpret written information. Writing: communicate thoughts, ideas, information and messages in writing. Arithmetic and Mathematical Operations: perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques. Listening: receive, attend to, interpret, and respond to verbal messages and other cues. Speaking: organize ideas and communicate orally.</p> |
| <p>Thinking Skills</p> | <p>Creative Thinking: generate new ideas. Decision Making: specify goals and constraints generate alternatives, consider risks, and evaluate and choose the best alternative. Problem Solving: recognize problems and devise and implement plan of action. Visualize: organize and process symbols, pictures, graphs, objects, and other information. Knowing How To Learn: use efficient learning techniques to acquire and apply new knowledge and skills. Reasoning: discover a rule or principle underlying the relationship between two or more objects and apply it when solving a problem.</p> |
| <p>Personal Qualities</p> | <p>Responsibility: exert a high level of effort and persevere toward goal attainment. Self-Esteem: believe in one's own self-worth and maintain a positive view of oneself. Sociability: demonstrate understanding, friendliness, adaptability, empathy, and politeness in group settings. Self-Management: assess oneself accurately, set personal goals, monitor progress and exhibit self-control. Integrity and Honesty: choose ethical courses of action.</p> |
| <p>Interpersonal Skills (Work effectively with others)</p> | <p>Participate as a Member of a Team: contributes to group effort. Teaches Others New Skills. Exercise Leadership: communicate ideas to justify position, persuade and convince others, responsibly challenge existing procedure and policies. Negotiates: works toward agreements involving exchange of resources, resolve divergent interest Work with Diversity: work well with individuals from diverse backgrounds.</p> |
| <p>Information and Resources Acquisition Skills (Acquire and use information and identify, organize, plan and allocate resources effectively)</p> | <p>Acquire and Evaluate Information. Organize, Maintain, Interpret and Communicate Information. Use Computers to Research and Process Information. Time: select goal-relevant activities, rank them, allocate time, and prepare and follow schedules. Material and Facilities: acquire, store, allocate, and use materials or space efficiently.</p> |
| <p>Technological Skills (Work with a variety of technologies)</p> | <p>Select Technology: choose procedures, tools or equipment including computers and related technologies. Apply Technologies to Task: understand overall intent and proper procedures for setup and operation of equipment. Maintain and Troubleshoot Equipment: prevent, identify, or solve problems with equipment.</p> |
| <p>Systems Knowledge (Understand complex interrelationships)</p> | <p>Understand Systems: know how social, organizational, and technological systems work and operate effectively with them. Monitor and Correct Performance: distinguish trends, predict impacts on operations, diagnose deviations in systems' performance and correct malfunctions. Improve or Design Systems: suggest modifications to existing systems and develop new or alternative systems to improve performance.</p> |