

SKILLS FOR A LIFETIME

WORKPLACE SKILLS

UNDERSTAND SYSTEMS

- Know that families are a social system
- Understand how the school works
- Understand how your town is organized

INFORMATION SKILLS

- Know where to find the information you need
- Organize information for a report
- Communicate information clearly
- Use computers to process information

TECHNOLOGY SKILLS

- Learn to keyboard
- Learn word processing
- Choose correct software to get the job done

NEGOTIATE

- Use interpersonal and communication skills to obtain a desired goal
- Work towards agreements

DIVERSITY

- Work with all kinds of people
- Learn about different cultures

MANAGE RESOURCES

- Get your homework done on time
- Make a budget for spending money
- Keep your locker and backpack neat

TEAMWORK

- Get along with your friends
- Work with others on projects
- Be on sports teams

TEACH OTHERS

- Help a friend with homework
- Teach someone how to play a sport

SERVE CUSTOMERS

- Do volunteer work
- Give good service to your customers who might, for e.g., buy fundraising items from you

LEADERSHIP

- Lead projects
- Help others
- Lead a sports team

FOUNDATION SKILLS

RESPONSIBILITY

- Do your homework
- Meet project deadlines
- Get to class on time
- Follow your schedule

SELF-ESTEEM

- Believe in yourself
- Do your best

SOCIABILITY

- Meet new people
- Join activities and clubs

HONESTY/INTEGRITY

- Make ethical choices
- Acknowledge your source of information in reports

SELF-MANAGEMENT

- Schedule your day
- Set priorities and goals

READING

- Read articles and books
- Understand written information

WRITING

- Write essays, reports, poetry, and stories
- Write memos and business letters

ARITHMETIC/MATHEMATICS

- Know how to add, subtract, multiply and divide
- Know how to use math to solve practical problems

LISTENING

- Take notes
- Interpret what you hear

SPEAKING

- Give class presentations
- Organize ideas

CREATIVE THINKING

- Use your imagination
- Try new ways to do things
- Brainstorm new ideas

PROBLEM SOLVING

- Analyze information
- Understand the problem
- Define the problem
- Solve the problem

DECISION MAKING

- Specify goals
- Look for alternatives
- Consider risks
- Evaluate and choose

MIND'S EYE

- Visualize what you hear
- Create a mental picture

KNOWING HOW TO LEARN

- Ask questions
- Read information
- Use the library
- Research information

REASONING

- Understand relationships between objects
- Use knowledge to solve problems or make decisions

Skills are equally important and the blocks are in no particular order.
Adapted from the North Dakota Career Development Implementation Tool Kit Grade 8,
North Dakota Career Resource Network, 2001. Used with permission.