

# 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.