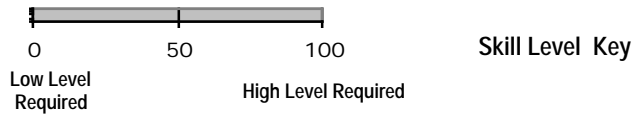


SKILL STANDARDS

Developed capacities that facilitate performance of activities

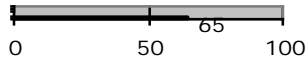


CONTENT SKILLS

Back ground structures needed to work with and acquire more specific skills in a variety of domains

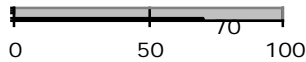
- **Active Listening**

Listen to what other people are saying and asking questions as appropriate



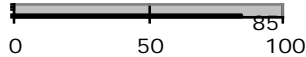
- **Speaking**

Talking to others to effectively convey information



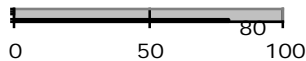
- **Reading Comprehension**

Understanding written sentences and paragraphs in work related documents



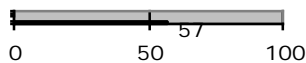
- **Writing**

Communicating effectively with others in writing as indicated by the needs of the audience



- **Mathematics**

Using mathematics to solve problems

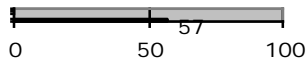


PROCESS SKILLS

Procedures that contribute to more rapid acquisition of knowledge and skills across a variety of domains

- **Learning Strategies**

Use multiple approaches when learning or teaching new things.

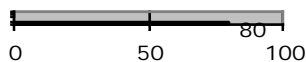


SOCIAL SKILLS

Working with people to achieve goals

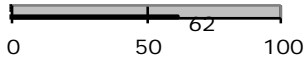
- **Coordination**

Adjust actions in relation to others' actions



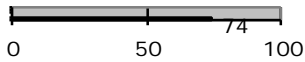
- **Persuasion**

Persuading others to approach things differently



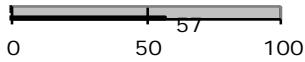
- **Social Perceptiveness**

Being aware of others' reactions and understanding why they react the way they do



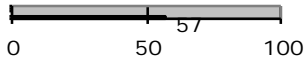
- **Negotiation**

Bringing others together to try to reconcile differences



- **Service Orientation**

Actively looking for ways to help people

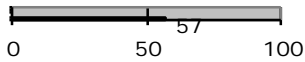


COMPLEX PROBLEM SOLVING SKILLS

Solving problems in real world settings

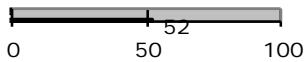
- **Information Gathering**

Know how to find information and identify essential information



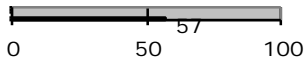
- **Implementation Planning**

Develop approaches for implementing an idea.



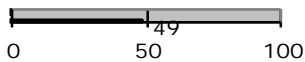
- **Idea Generation**

Generate a number of different approaches to problems



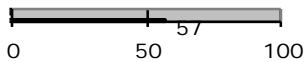
- **Synthesis/Reorganization**

Reorganizing information to get a better approach to problems or tasks



- **Problem Identification**

Identifying the nature of problems

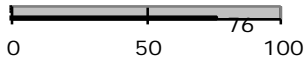


TECHNICAL SKILLS

Designing, setting-up, operating and correcting malfunctions involving machines and technological systems

- **Computer Applications**

Using word processing, spreadsheet, database, desktop publishing, digital media, Internet research, and web content and design programs

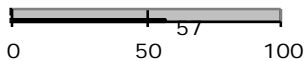


SYSTEMS SKILLS

Understanding, monitoring and improving organizations and systems

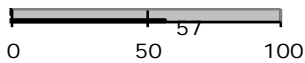
- **Judgment and Decision Making**

Weigh the relative costs and benefits of a potential action



- **Identification of Key Causes**

Identify things that must be changed to achieve a goal.

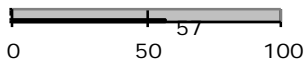


RESOURCE MANAGEMENT SKILLS

Allocating resources efficiently, including finances, materials, human resources, and time management

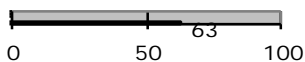
- **Management of Financial Resources**

Determine how money will be spent to get the work done, and accounting for these expenditures



- **Management of Personnel Resources**

Motivate, develop, and direct people as they work, identify the best people for the job



- **Time Management**

Managing one's own time and the time of others

