

# Career Skills!

These skills help people to obtain, maintain, advance and change employment.

1. List an activity in the rows across the top.
2. Mark a ✓ in the skills used in that activity.
3. Answer the questions: What are your strengths? What skills do you need to include?

	/	/	/	/	/	/	/	/	/
<b>Applied Academics in Work Related Situations</b> ELA/Science/Social Studies/Math/Technology									
<b>Identify and Pursue Career Goals</b> Acquire, organize, interpret and evaluate career-related information.									
<b>Develop and Present Information</b> Combine information in new ways. Use symbols, pictures, charts and graphs.									
<b>Problem Solving</b> Set goals. Identify resources and constraints. Generate alternatives. Consider impacts. Make decisions. Implement plans of action. Evaluate results.									
<b>Personal Management</b> Responsibility and self-management. Self-confidence. Ethical behavior. Respect self and others.									
<b>Organizational Skills</b> Identify, organize, plan and allocate time, money, material, human resources.									
<b>Teamwork</b> Work cooperatively; identify group goals and values; exercise leadership. Teach others; serve clients or customers. Contribute ideas and effort.									
<b>Negotiation Skills</b> Communicate to support a position. Resolve divergent interests.									
<b>Understand Systems</b> Understand, monitor and improve complex systems. Work with /maintain technologies.									