Career Development and Occupational Studies—Standard 3A

Universal Foundation Skills

Basic Skills:
- Can read
- Can write
- Perform math functions
- Listens effectively
- Speaks clearly

Personal Qualities:
- Responsibility
- Ability to plan
- Ability to take independent action
- Integrity/honesty
- Self-determination and ability to self-evaluate knowledge, skills and abilities

Thinking Skills:
- Can think creatively
- Uses decision-making skills
- Thinking leads to problem solving
- Knows how to learn
- Applies knowledge to new situations

Systems:
- Improves and designs systems
- Monitors and corrects performances
- Understands how systems perform related to goals, resources and organizational function

Managing Resources:
- Understands how to use materials, facilities, time, money, human resources, networking

Managing Information:
- Acquires and evaluates information
- Organizes/maintains Information
- Interprets/ communicated information
- Uses computers to enter, modify, retrieve and store data

Technology:
- Selects/applies technology
- Maintains equipment
- Designs and creates to meet needs

Interpersonal Skills:
- Teaches others
- Serves clients
- Exercises leadership
- Negotiates/ communicates
- Works as a member of a team
- Works with diversity