

SCANS SKILLS & COMPETENCIES

FOUNDATION SKILLS are the basic literacy and computational skills, the thinking skills necessary to put knowledge to work, and the personal qualities that make workers dedicated and trustworthy. Employers are looking for employees who possess the following skills.

⇒ **BASIC SKILLS:**

- *Reading * Writing * Mathematics
- *Listening *Speaking

⇒ **THINKING SKILLS:** The ability to ...

- *Learn to learn *Think creatively
- * Make decisions * Problem solve
- *Reason

⇒ **PERSONAL QUALITIES:**

- *Responsibility *Self esteem *Self Management
- *Sociability *Integrity/Honesty

WORKPLACE COMPETENCIES are the abilities to manage resources, to work amicably and productively with others, to acquire and use information, to master complex systems, and to work with a variety of technologists. Employers are looking for employees who have the competencies listed below.

⇒ **RESOURCES:** Employees can allocate...

- *Time *Money *Materials
- *Space *Staff

⇒ **INTERPERSONAL SKILLS:** Employees can

- *Work on teams *Teach others
- *Lead *Serve customers
- *Negotiate *Work with people from diverse backgrounds
- *Resolve conflict

⇒ **INFORMATION:** Employees can ...

- *Acquire/evaluate data
- *Organize/maintain files
- *Interpret/communicate
- *Use computers to process information

⇒ **SYSTEMS:** Employees ...

- *Understand social/organizational/technological systems
- *Improve or design new systems

⇒ **TECHNOLOGY:** Employees can ...

- *Select equipment and tools *Maintain and troubleshoot equipment
- *Apply technology to specific tasks * Use computers