

Workplace Competencies

Basic Skills

Reading, writing, arithmetic and mathematics, speaking and listening, English language proficiency.

Performance Measures:

- Demonstrates word recognition and alphabetization skills
- Applies principles of Standard English usage
- Demonstrates basic concepts of effective speech
- Demonstrates active listening skills
- Demonstrates computation skills

Learning/Thinking Skills

The ability to learn, to reason, to think creatively, to make decisions, and to solve problems.

Performance Measures:

- Assesses situations and identifies problems
- Interprets information obtained through observation
- Demonstrates lifelong/self-directed learning skills
- Creative in determining/implementing solutions

Information Use

Acquire and evaluate data, organize and maintain work, interpret and communicate, and use computers to process information.

Performance Measures:

- Identifies, gathers, and organizes resources
- Evaluates and uses resources
- Computer literate

Interpersonal Skills

Can work on teams, teach others, serve customers, work without supervision, follow instructions, and work well with people from culturally diverse backgrounds.

Performance Measures:

- Develops and maintains productive group relations
- Cooperates with others, accepts supervision
- Displays responsible personal and work behaviors

Personal Qualities

Demonstrates self-management, dependability, positive attitude toward work, adaptability, appropriate dress, honesty and integrity.

Performance Measures:

- Demonstrates self-management strategies
- Apply principles of budgeting in the management of money
- Understand importance of appropriate attire
- Addressed barriers to employment:
 - Substance free
 - Criminal justice involvement resolved or alternative strategies to employment developed
 - Understand methods and procedures to obtain child care and related services
 - Understand how to locate and use different types of transportation and interpret related travel information