SKILLS CARDS INSTRUCTIONS

STEP 1

Find a table or other surface to work on. Spread the four header cards across the top of the table. Read each skill card and place it beneath the header card that best expresses your feelings about that skill.

STEP 2

The next step is “focusing.” Begin by selecting the five most satisfying skills from the cards in your VERY SATISFYING group. Place any extra cards in the MODERATELY SATISFYING group. From the MODERATELY SATISFYING group, select the 10 most satisfying skills and place any remaining cards in the SOMEWHAT SATISFYING group. Finally, choose up to 20 SOMEWHAT SATISFYING skills and place any extra cards in the NOT SATISFYING group.

STEP 3

On a separate sheet of paper, record all of the numbers of the skills you selected for each group. You will need to enter these numbers into the SKILLS program on the computer.
01 **Dependability**

Working in a reliable and responsible manner.

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02 **Flexibility**

Accepting change and variety in the workplace.

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03 **Persistence**

Working continuously despite interruption.

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04 **Integrity**

Avoiding unethical behavior and being honest.

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05 **Efficiency**

Effectively using resources.

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06 **Competitiveness**

Striving to be the best.

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07 **Social Perception**

Being aware of the needs and feelings of others.

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08 **Independent Work**

Working with little or no supervision.
09 **TEAMWORK**
Working cooperatively with others.

13 **INSTRUCTING**
Teaching, guiding, or motivating others.

10 **WORKING WITH THE PUBLIC**
Representing the organization and communicating with persons outside the organization.

14 **FINGER DEXTERITY**
Coordinating movements of the fingers.

11 **ASSISTING/CARING**
Providing assistance, care, or service to others.

15 **MANUAL DEXTERITY**
Coordinating movements of the hand, arm and hand, or both hands.

12 **PERFORMING**
Interacting with others to entertain or sell.

16 **MOTOR COORDINATION**
Coordinating movements of two or more limbs together.
**17  STAMINA**
Exerting one’s self physically over long periods of time.

**21  SHAPE DISCRIMINATION**
Detecting the difference between sizes, shapes, and mass.

**18  STRENGTH**
Exerting force repeatedly or continuously.

**22  COLOR VISION**
Detecting the difference between colors, shades, and brightness.

**19  RAPID RESPONSE**
Moving quickly and correctly between two different activities.

**23  DEPTH PERCEPTION**
Detecting the distance between objects.

**20  SOUND DISCRIMINATION**
Detecting the difference between sounds, pitch, or loudness.

**24  VISUALIZING**
Forming a mental image of how something will look after it is moved or when its parts are moved.
25  Creativity

Originating, designing, or creating new ideas, relationships, systems, artworks, or products.

26  Aesthetic Judgment

Recognizing artistic or natural beauty.

27  Stress Tolerance

Dealing calmly and effectively with tense situations.

28  Hazards Tolerance

Working in potentially dangerous conditions.

29  Discomfort Tolerance

Working in unpleasant environmental conditions.

30  Repetition

Continuously performing the same action.

31  Following Procedures

Correctly following a given set of rules to complete a task.

32  Categorizing

Identifying items by similarities.
33 RECORD KEEPING

Entering, transcribing, recording, storing, or maintaining information.

34 ATTENTION TO DETAIL

Checking each item or task carefully.

35 VERIFYING INFORMATION

Evaluating information against a set of standards or ensuring that it is correct.

36 INSTALLING

Setting up equipment, machines, or structures to meet specifications.

37 INSPECTING

Checking and evaluating equipment, structures, and products.

38 REPAIRING

Fixing, servicing, aligning, setting up, and adjusting machines, devices, moving parts, and equipment.

39 TROUBLESHOOTING

Determining the cause and solution of an error.

40 CONTROLLING MACHINES

Using control mechanisms or direct physical activity to operate machines.
41 OPERATING VEHICLES
Running, maneuvering, navigating, or driving vehicles or mechanized equipment.

42 USING COMPUTERS
Working with computers by using programs or entering data.

43 PROGRAMMING
Writing computer programs.

44 TECHNOLOGY DESIGN
Developing or adapting equipment and technology.

45 CALCULATING
Adding, subtracting, multiplying, and dividing.

46 ESTIMATING
Approximating distances, quantities, time, costs, resources, or materials.

47 BUDGETING
Allocating financial resources.

48 MATH REASONING
Using mathematical methods to understand and solve problems.
49 **SCIENCE REASONING**

Using scientific methods to understand and solve problems.

50 **READING**

Understanding information and ideas presented in writing.

51 **WRITING**

Communicating information and ideas in writing.

52 **SPEAKING**

Talking to others to convey information.

53 **LISTENING**

Listening to what people are saying and asking questions.

54 **CONCENTRATING**

Focusing on a task without interruption.

55 **INFORMATION GATHERING**

Locating and identifying information or ideas.

56 **EVALUATING**

Judging the success or progress of an idea, work activity, or project.
57 **Advising**
Providing consultation or advice to others.

61 **Active Learning**
Working with new material or information to understand the implications.

58 **Synthesizing**
Reorganizing information to get a better approach to problems.

62 **Using Knowledge**
Using work-related experience.

59 **Analyzing**
Examining information and using logic to solve problems.

63 **Safety of Others**
Managing the work environment to provide for the health and safety of others.

60 **Planning**
Developing approaches for implementing ideas.

64 **Persuading**
Convincing others to approach things differently.
65  **NEGOTIATING**

Bringing others together and trying to reconcile differences.

66  **CONFRONTING**

Communicating a position opposed by others.

67  **INITIATING**

Taking on new responsibilities and challenges.

68  **COORDINATING**

Organizing people and activities to complete tasks.

69  **DIRECTING/LEADING**

Providing leadership and direction to others through a process of give and take.

70  **DECISION MAKING**

Understanding information and reaching a conclusion to solve problems.

71  **MANAGING RESOURCES**

Determining the best use of human resources, finances, and material resources.

72  **IMPACT OF RESPONSIBILITY**

Accepting the long-term outcome of decisions.