**Workplace-Specific Skills**

**Directions:** Take notes and provide examples **in your own words** of the Workplace-Specific Skills while viewing the **3.02 PowerPoint.**

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| **Resources** | |
| * Time |  |
| * Money |  |
| * Material and Facilities |  |
| * Human Resources |  |
| **Interpersonal** | |
| * Participates as a Member of a Team |  |
| * Teaches Others New Skills |  |
| * Serves Clients/Customers |  |
| * Exercises Leadership |  |
| * Negotiates |  |
| * Works with Diversity |  |
| **Information** | |
| * Acquires and Evaluates Information |  |
| * Organizes and Maintains Information |  |
| * Interprets and Communicates Information |  |
| * Uses Computers to Process Information |  |
| **Systems** | |
| * Understands Systems |  |
| * Monitors and Corrects Performance |  |
| * Improves or Designs Systems |  |
| **Technology** | |
| * Selects Technology |  |
| * Applies Technology to Task |  |
| * Maintains and Troubleshoots Equipment |  |