**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
 |  |