

Gr 8 / 9 Skills List from Work BC



Active learning

Understanding how new information could be used to solve current and future problems in making decisions.



Active listening

Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.



Complex problem solving

Being able to solve novel, ill-defined problems in complex, real-world settings.



Coordination

Adjusting actions in relation to others' actions.



Critical thinking

Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.



Equipment maintenance

Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.



Equipment selection

Determining the kinds of tools and equipment needed to do a job.



Installation

Installing equipment, machines, wiring, or programs to meet specifications.



Instructing

Teaching others how to do something.



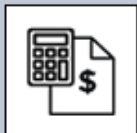
Judgment and decision-making

Considering the relative costs and benefits of potential actions to choose the most appropriate one.



Learning strategies

Choosing and using training, instructional methods and procedures appropriate for the situation when learning or teaching new things.



Management of financial resources

Determining how money will be spent to get the work done and accounting for these expenses.



Management of material resources

Getting and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.



Management of personnel resources

Motivating, developing and directing people as they work, and identifying the best people for the job.



Monitoring

Keeping track of and assessing your performance, other individuals, or organizations to make improvements or take corrective action.



Negotiation

Bringing others together and trying to reconcile differences.



Numeracy

Using mathematics to solve problems.



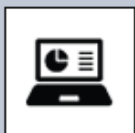
Operation and control

Controlling operations of equipment or systems.



Operation monitoring

Watching gauges, dials or other indicators to make sure that a machine is working properly.



Operations analysis

Analyzing operational and product needs to create a design.



Persuasion

Convincing others to change their mind or behaviour.



Programming

Writing computer programs for various purposes.



Quality control analysis

Conducting tests and inspections of products, services or processes to evaluate quality or performance.



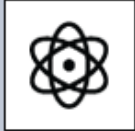
Reading comprehension

Understanding written sentences and paragraphs in work-related documents.



Repairing

Repairing machines or systems using the needed tools.



Science

Using scientific rules and methods to solve problems.



Service orientation

Actively looking for ways to help people.



Social perceptiveness

Being aware of others' reactions and understanding why they react as they do.



Speaking

Talking to others to share information effectively.



Systems analysis

Determining how a system should work and how changes in conditions, operations and the environment will affect outcomes.



Systems evaluation

Identifying measures or indicators of system performance and the actions needed to improve or correct performance, while meeting the goals of the system.



Technology design

Creating or adapting equipment and technology to serve user needs.



Time management

Managing one's own time and the time of others.



Troubleshooting

Determining causes of operating errors and deciding what to do about it.



Writing

Communicating effectively in writing as appropriate for the needs of the audience.

Your Skills

Chart your top skills: record the five or so skills that you are most interested in using.

Chart for You:

Skill	Why is this skill a favorite?