

Job Skills Checklist

Task 1: Put a tick in front of every skill that applies to you. Check your work.
Task 2: List three examples of situations in your workplace that demonstrate these skills.
Task 3: Complete the sentence below and discuss your statements with your co-workers.
Task 4: Complete the survey below. Put a tick in situations about which you think

Identifying problems	Planning	Executing ideas
identifying people	planning in general and work	setting up communication
analyzing data	producing ideas	checking charts or diagrams
evaluating operations	introducing people	writing reports
writing instructions	learning rules	asking for feedback
budgeting resources	producing work	agreeing findings
calculating financial data	evaluating ideas	checking the accuracy
forecasting outcomes	introducing it	checking results
finding complaints	evaluating programs	checking conclusions
finding about work	setting work	checking money
designing new solutions	checking objectives	checking statistics
interpreting languages	introducing other people	communicating ideas
gathering information	evaluating findings	producing ideas
setting work priorities	working with decisions	communicating priorities
investigating working conditions	producing results	checking working conditions
speaking to the public	setting goals	introducing ideas
writing letters/emails/using mail	questioning others	introducing physical space
making releases of material	being thorough	organizing time
communicating information	overseeing production	meeting people
communicating procedures employees	setting priorities	setting priorities
communicating ideas	organizing employees	meeting/communicating/working individually
writing to the public	making long lines	introducing physical objects
introducing people	explaining what is done	introducing products
designing an office	managing an organization	introducing responsibility
managing resources	meeting objectives	introducing business people
communicating/working people	introducing ideas	presenting ideas
operating equipment	ignoring information	communicating information
organizing ideas	discussing others	introducing new methods
communicating priorities	setting up systems	comparing results
making telephone calls	managing around	checking people