**career action 2-2  
Workplace Skills and Competencies Profile** **(Outcome 1)**

Review the following skill categories and related career competencies. For each skill category:

* Check the box to the left of the skill category that applies to you in any way.
* Highlight the career competencies you have developed. Think of each skill from an employer’s perspective and imagine how the skill could be useful on the job.
* In another color, highlight the career competencies you could develop that would be useful on the job.
* Use “Other” for your notes about the skills category, such as additional competencies you have in the category.

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| **Skill Category** | **Related Career Competencies** |
| * **Art** | Drawing, designing, painting, sculpting, computer graphics design. Other: |
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| * **Athletics** | Physical strength, physical ability, physical coordination, coaching, physical development, agility, team sports, individual sports. Other: |
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| * **Communication** | Explaining/persuading, strong grammar/vocabulary, organizing thoughts clearly, communicating logically, listening, speaking, good telephone/reception skills, writing, knowledge of foreign languages. Other: |
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| * **Computer Technology** | Computer operation, researching, training, testing, workflow analysis, evaluating, writing instructions, programming. Other: |
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| * **Creativity** | Creative, innovative, imaginative, “idea” person, bold. Other: |
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| * **Engineering** | Researching, testing, designing, constructing, analyzing, evaluating, controlling, electronic technology. Other: |
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| * **Human Relations** | Counseling, diplomacy, negotiating, patience, outgoing, teamwork ability, understanding, resolving conflict, handling complaints. Other: |
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| * **Management** | Analyzing data, directing, delegating, evaluating performance, organizing people/data/things, leading, making decisions, managing time, motivating self/others, planning, budgeting money/resources, solving problems, supervising, interviewing/hiring people, owning/operating a business. Other: |
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| * **Manual/ Mechanical** | Good manual dexterity, building, operating, maintaining/repairing, assembling, Installing, carrying, loading, lifting, cooking, driving/operating vehicles, performing precision work, assessing spatial relationships, operating heavy equipment. Other: |
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| * **Mathematical** | Mathematical computations, accuracy, analyzing data, mathematical reasoning, statistical problem solving, analyzing cost effectiveness, budgeting, applying formulas, collecting money, calculating. Other: |
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| * **Office** | Keyboarding, data entry, computer operation, text processing, data processing, office equipment operation, filing/retrieving records, recording data, computing data, record keeping, telephone skills, business writing. Other: |
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| * **Outdoor Activities** | Animal care, farming, landscaping, grounds care, boating, navigating, oceanographic studies, forestry, logging, mining, fishing, horticulture. Other: |
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| * **Performing** | Speaking, acting, dancing, singing, musical ability, comedy, conducting. Other: |
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| * **Sales/Promotion** | Persuading, negotiating, promoting, influencing, selling, projecting enthusiasm, organizing, handling rejection, following up. Other: |
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| * **Scientific Activities** | Investigating, researching, analyzing, systematizing, observing, diagnosing. Other: |
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| * **Service/General** | Serving, referring, receiving, billing, handling complaints, good customer relations, good listening skills, patience, managing difficult people, helping others, relating to others. Other: |
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| * **Service/Medical** | Nursing, diagnosing, treating, rehabilitating, counseling, consoling, sympathizing, managing stress/emergencies, good interpersonal skills. Other: |
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| * **Training/Teaching** | Teaching skills/knowledge, tutoring, researching instructional content, organizing/developing content, explaining logically/clearly, demonstrating clearly, coaching others, evaluating learning, addressing all learning styles, using instructional technology. Other: |
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