

SCANS Competencies Give examples of how each competency is addressed

<p>Participate as a member of a team</p> <ul style="list-style-type: none"> <input type="checkbox"/> Work Cooperatively with others <input type="checkbox"/> Contribute to the group. 	
<p>Teach others</p> <ul style="list-style-type: none"> <input type="checkbox"/> Help others learn a skills. 	
<p>Serve Clients and Customers</p> <ul style="list-style-type: none"> <input type="checkbox"/> Communicate with others to satisfy their expectations by telephone, writing and in person. 	
<p>Exercise leadership</p> <ul style="list-style-type: none"> <input type="checkbox"/> Communicate thoughts feelings <input type="checkbox"/> Encourage, persuade, convince, motivate, challenge 	
<p>Negotiates with others to draw a conclusion.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Work towards agreement <input type="checkbox"/> Resolve different points of view. 	
<p>Works with cultural diversity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Work well with men and women <input type="checkbox"/> Work with people from different backgrounds. 	
<p>Responsibility</p> <ul style="list-style-type: none"> <input type="checkbox"/> Work hard to accomplish goals. <input type="checkbox"/> Pay attention to detail <input type="checkbox"/> Work well when assigned unpleasant tasks. <input type="checkbox"/> Demonstrate high level of concentration <input type="checkbox"/> Display high Standards for completing tasks by: <input type="checkbox"/> Punctuality <input type="checkbox"/> Enthusiasm / Optimism 	
<p>Self Esteem</p> <ul style="list-style-type: none"> <input type="checkbox"/> Believe in own self worth <input type="checkbox"/> Maintain positive view of self. <input type="checkbox"/> Demonstrate knowledge of skills and abilities. <input type="checkbox"/> Is aware of one's impression on others. <input type="checkbox"/> Knows own emotional capability. 	
<p>Sociability</p> <ul style="list-style-type: none"> <input type="checkbox"/> Demonstrates understanding of people <input type="checkbox"/> Relates well to others <input type="checkbox"/> Is polite, friendly 	
<p>Self Management</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sets goals and motivates and monitors self to attain. 	
<p>Integrity / Honesty</p> <ul style="list-style-type: none"> <input type="checkbox"/> Take ethical course of action. <input type="checkbox"/> Understands impact on others if violates beliefs, laws, code of ethics. 	

Worksite Observation: A Search for SCANS competencies
 When you visit a worksite for a work-based learning experience, see if you identify how SCANS competencies are demonstrated.
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SCANS Competencies

<p>Manage Time</p> <ul style="list-style-type: none"> <input type="checkbox"/> Select activities relevant to a goal. <input type="checkbox"/> Rank them in order of importance <input type="checkbox"/> Allocate time to the activities. <input type="checkbox"/> Prepare and follow the schedule. 	
<p>Manage Money</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use or prepare a budget <input type="checkbox"/> Keep detailed records <input type="checkbox"/> Make appropriate adjustments. 	
<p>Manage Material and Resources</p> <ul style="list-style-type: none"> <input type="checkbox"/> Acquire supplies needed <input type="checkbox"/> Organize materials and resources. 	
<p>Manage Human Resources</p> <ul style="list-style-type: none"> <input type="checkbox"/> Organize team members <input type="checkbox"/> Identify skills and knowledge of members <input type="checkbox"/> Assign work. <input type="checkbox"/> Evaluate performance <input type="checkbox"/> Provide feedback. 	
<p>Acquire Information</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify need for data <input type="checkbox"/> Obtain data from existing resources <input type="checkbox"/> Evaluate their relevance and accuracy 	
<p>Organize and Maintain Information</p> <ul style="list-style-type: none"> <input type="checkbox"/> Organizes, processes and maintains records-written or computerized in systematic fashion. 	
<p>Interprets and Communicates Information</p> <ul style="list-style-type: none"> <input type="checkbox"/> Selects and analyzes information <input type="checkbox"/> Communicates the results in oral, written, graphic, pictorial, or multimedia methods. 	
<p>Uses Computer to process information</p> <ul style="list-style-type: none"> <input type="checkbox"/> Organize, analyzes and communicate information 	

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<p>Writing Communicate thoughts, ideas, information and messages in writing</p> <ul style="list-style-type: none"> <input type="checkbox"/> Record information accurately <input type="checkbox"/> Create letters, manuals, reports, graphs, charts <input type="checkbox"/> Format info. Appropriately for subject. <input type="checkbox"/> Check, edit, revise information <input type="checkbox"/> Use grammar, spelling, punctuation correctly. 	
<p>Arithmetic</p> <ul style="list-style-type: none"> <input type="checkbox"/> Perform basic computation <input type="checkbox"/> Whole numbers <input type="checkbox"/> Percentages. <input type="checkbox"/> Make estimates. <input type="checkbox"/> Use tables, graphs, diagrams and charts 	
<p>Mathematics</p> <ul style="list-style-type: none"> <input type="checkbox"/> Choose appropriate mathematical technique. <input type="checkbox"/> Use data to construct logical solutions <input type="checkbox"/> Present solution orally and in writing. 	
<p>Listening</p> <ul style="list-style-type: none"> <input type="checkbox"/> Receive, interpret /respond to verbal messages <input type="checkbox"/> Respond to cues, such as body language. <input type="checkbox"/> Evaluate, learn, appreciate speaker. 	
<p>Speaking</p> <ul style="list-style-type: none"> <input type="checkbox"/> Organize ideas <input type="checkbox"/> Communicate messages orally accurately <input type="checkbox"/> Participate in conversation <input type="checkbox"/> Select appropriate media to convey message. <input type="checkbox"/> Use verbal language and body language. <input type="checkbox"/> Speak clearly and communicate. <input type="checkbox"/> Understand and respond to listener feedback. 	
<p>Reading: Locate, understand, interpret written info.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prose <input type="checkbox"/> Manuals <input type="checkbox"/> Textbooks <input type="checkbox"/> Schedules <input type="checkbox"/> Manuals <input type="checkbox"/> Graphs <input type="checkbox"/> Determine main idea. <input type="checkbox"/> Identify relevant facts, details, information <input type="checkbox"/> Locate meaning of unknown vocabulary <input type="checkbox"/> Judge accuracy of information. 	

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<p>Creative Thinking</p> <ul style="list-style-type: none"> <input type="checkbox"/> Generate new ideas or unusual ways to do things. <input type="checkbox"/> Imagine new possibilities. <input type="checkbox"/> Make connections between unrelated ideas. 	
<p>Decision-making</p> <ul style="list-style-type: none"> <input type="checkbox"/> Specify goals, constraints. <input type="checkbox"/> Generate alternatives <input type="checkbox"/> Consider risks <input type="checkbox"/> Evaluate and choose best alternative 	
<p>Problem Solving</p> <ul style="list-style-type: none"> <input type="checkbox"/> Recognize that a problem exists <input type="checkbox"/> Identify reasons for the discrepancies. <input type="checkbox"/> Devise a plan of action to resolve the problem. <input type="checkbox"/> Evaluate and monitor progress. 	
<p>Mental Visualization</p> <ul style="list-style-type: none"> <input type="checkbox"/> See things in the mind's eye from pictures, graphs <input type="checkbox"/> Blueprints, schematics <input type="checkbox"/> Recipe <input type="checkbox"/> Descriptions 	
<p>Know How to Learn</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use learning techniques to learn new skills <input type="checkbox"/> Aware of personal learning style <input type="checkbox"/> Use formal learning strategies (note-taking) <input type="checkbox"/> Use informal learning strategies (inference) 	
<p>Reasoning</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use logic to draw a conclusion <input type="checkbox"/> Identify rules, principles from a set of objects <input type="checkbox"/> Apply rules to new situations. 	