

# Micro-SKILLS Guide

# “Design a Career!”

## 1 Efficiency

Doing things without wasting time or energy. Planning your work. Finding faster ways of doing things in order to save time. Using your time so you can get the most work done.

## 2 Being Dependable

Doing your job. Finishing on time. Showing others that you will show up for your job and finish your work. Being there when you are supposed to be. Keeping your word.

## 3 Being Flexible

Using many different skills. Being willing to change often from one task to another to get the job done. Knowing how to do many different tasks in order to get your job done.

## 4 Sticking To It

Continuing to work even when there are other things on your mind or after someone interrupts you. Being able to concentrate and keep your mind on what you are doing. Taking the responsibility to get the job done. Sticking to a job until it is finished even when you want to do something else.

## 5 Drive

Pushing yourself to do the best you can or to be better than anyone else. Working long hours. Competing with others.

## 6 Conforming

Following the rules or doing what others do. Being careful to look and act like the people around you. You might have to wear a uniform, take breaks when others do, or be very careful about what you say or do.

## 7 Integrity

Acting the way you believe you should at times when it would be easy to cheat. Some jobs give you a chance to give people advice or to take money from them. At times like this you could ask people to do things that are good for you, but not good for them. Integrity means choosing not to take advantage of others. It means telling them to do what is good for them or what you believe is right.

## 8 Accepting Discomfort

Working where you may be uncomfortable. You may have to work in a position that is hard to get into. You may have to work on your knees or in a room with bad smells. You may have to work in all kinds of weather.

## 9 Accepting Repetition

Doing the same thing over and over. You may have to do the same thing many times.

## 10 Working Under Pressure

Doing things faster when it is necessary. Working hard to get things done on time.

## 11 Responding to Feedback

Changing how you behave when your boss or someone you respect asks you to. Doing what is necessary to keep customers happy.

## 12 Self Control

Being calm when others are angry with you. Controlling yourself when things go wrong. Acting calm when you are upset.

## 13 Dealing with Emergencies

Being calm when there may be danger. Working at a job where there are a lot of emergencies. Taking charge in an emergency. You may have to stop what you are doing and take over when something unexpected happens.

## 14 Taking Chances

Doing a job which may cause you to get hurt or you might make decisions which could lose money. You may try doing things you have never done before.

## 15 Caution

Thinking about what you are going to do so you won't get hurt or lose something. Being very careful to avoid problems. Planning what you will do to prevent problems.

## 16 Being Precise

Trying to be accurate. Doing the job exactly right. Making sure that you are always very careful.

## 17 Alertness

Watching for errors. Checking the work of others for mistakes. Being able to see when something needs to be done or when things are not going well.

## 18 Attending to Details

Remembering to finish many different things. Each task may have several different parts. You must remember to do each part at the right time and in the right order.

## 19 Following Procedures

Doing things exactly as others decide they should be done. You may have to follow rules, laws, orders, recipes, plans, etc.

## 20 Verifying

Checking numbers or words to be sure they are right. Checking the work of others. You may be responsible to be sure there are not errors.

## 21 Record Keeping

Keeping written records of money, objects, things, or facts. You may have to keep track of income and expenses, of merchandise, or of information.

## 22 Sorting

Arranging things in the right order. Putting things in the right place. Separating things into piles or taking things from different piles and putting them together in the right alphabetical order.

## 23 Using Your Fingers

Being exact when you use your fingers to move things. You may be using your fingers to move keys on a typewriter, a musical instrument, or a machine.

**24 Using Your Hands** - Being accurate when you use your hands to handle things. You may be holding things in your fingers and moving them around to work on them. You may have to use your hands to put something in the right place.

**25 Motor Coordination** - Making smooth and accurate movements when moving several parts of your body together, like in dancing, sports, or moving things.

## 26 Acting Quickly

Doing something fast when it is necessary. You may have to react quickly when you see a signal or when a problem occurs.

**27 Stamina** - Doing physical work for a long time without becoming tired or exhausted. You may have to lift heavy things or stand or walk all day.

**28 Strength** - Doing heavy jobs. Doing hard work. You may have to lift, pull, or carry heavy things. You may do this kind of work only a few times a day.

**29 Operating** - Working machines, electronic devices, or other equipment. You may have to start or stop them and watch them while they are operating. You may have to check things to see if they are working right.

## 30 Assembling

Taking things apart or putting them together. You may have to repair things, build something, or fit things together.

**31 Adjusting** - Changing the knobs and switches on machines, electrical equipment, or electronic or musical instruments to make them work right. You may have to set controls, get machines ready, or tune instruments. You may have to change or adjust things to make them work better.

*See reverse for more skills*

**32 Counting**

Finding out how many items there are in one place or group.

**33 Calculating** - Using basic arithmetic. Knowing how to add, subtract, multiply, and divide numbers. You may do things like make change, find out how much something costs, or how much to charge for things.

**34 Measuring**

Finding out the length, angle, volume, or weight of something by using the right tool. You may measure things with hand tools, like a ruler, or by using automatic equipment, like a scale.

**35 Estimating** – Knowing how much things will cost before you buy them. Knowing how big something is before you measure it. Knowing the answer to arithmetic problems before you finish the calculations.

**36 Budgeting** - Planning how to spend your own or other people's money. You may be in charge of buying merchandise or purchasing equipment for a company, etc. You may be deciding how much money will be spent.

**37 Numerical Reasoning**

Understanding how to work with numbers or statistics. Using numbers to solve problems. Knowing how to read data and use statistics to find out what they mean.

**38 Reading**

Getting information from written materials. You may get instructions on what to do or on how to operate equipment.

**39 Writing**

Using good grammar to make sentences and paragraphs that make sense. Being able to explain or describe things in writing.

**40 Editing** - Correcting and writing for others by checking the grammar, content, and style.

**41 Questioning** - Asking the right questions to get useful information from others or to help others to discover ideas.

**42 Explaining** - Being careful and clear when you are telling people about things, so that they can understand you quickly and easily. You may be explaining things to one person or to many people. You may have to get up in front of people.

**43 Using Emotions**

Letting others know how you feel. Making others feel the way you want them to feel. You may write a speech or play or express yourself so that others will feel the way you do or you may say things that make people feel in a special way.

**44 Visualizing**

Being able to picture things in your mind when you have an idea, see a drawing, or hear others describe them. You must understand plans or designs. You must be able to explain drawings to others. You use this skill to build or repair things.

**45 Drawing** - Creating pictures of things or thoughts. You may be drawing things by hand or using special equipment.

**46 Designing** - Making up plans for a new project, building, or product. You may help design new things or redesign others.

**47 Sound Discrimination** - Hearing how sounds are different. You may have to listen for things or talk with others.

**48 Color Discrimination** - Seeing small differences in colors. You may have to match things by color.

**49 Shape Discrimination**

Seeing small differences in shapes, widths, and lengths. You may have to see how things are alike or different.

**50 Depth Discrimination**

Being able to judge the distance of things from you. You may have to guess how close or far away things are. You may have to guess how far apart things are.

**51 Using Facts**

Using facts from books, tables, or other factual sources to help you judge people, things, or ideas, or to help decide what to do.

**52 Using Experience**

Using your own experience, training, or opinions to judge people, things, or ideas, or to help you decide about them. Your experience on the job may help you decide what to do.

**53 Judging Beauty**

Using your sense of beauty to judge people, things, or ideas, or to help you decide what to do. You may use symbols or pictures to explain ideas to others. You may have to choose the most beautiful or the most interesting object.

**54 Investigating** - Looking for and collecting information in an organized way. You may need to use a library, plan experiments, or watch something very carefully.

**55 Structuring** - You may have to decide how to organize people, things, or ideas. You could set up rules, decide what jobs need to be done, or decide when things need to be done.

**56 Planning**

Deciding the order of things or the time things will happen. You may set up a schedule so that a project can be finished.

**57 Analyzing** - Breaking a problem into its parts, so that each part can be dealt with one at a time. Being able to see how a job can be divided into smaller parts.

**58 Synthesizing** - Putting facts and ideas together in new and creative ways. You may be finding new ways to do things. You may find new ways to look at a problem. You may create new ideas by putting old ideas together in a new way.

**59 Serving** - Doing things for others when they ask you to or when they need you to. You may be caring for others or providing a service to them.

**60 Treating**

Deciding on a plan to cure a person's physical or emotional problems. Telling people what to do to get well. People who do this kind of work need medical training or training in psychology.

**61 Tact**

Being able to deal with difficult social situations without offending or embarrassing others. Being able to say the right things to make people feel better.

**62 Cooperating**

Working together with others to reach a common goal. You may be working in a group in order to complete a task. Getting the job done may depend on how well you work with others.

**63 Understanding**

Being able to recognize the feelings of others. Letting others know that you understand their feelings.

**64 Advising** - Giving information to others or suggesting ways to solve their problems. You may help solve others' problems and tell them what to do next.

**65 Making Decisions**

Choosing which action to take and being responsible for what happens to a group of people, a business, or a project.

**66 Directing Others**

Telling others what to do and being responsible for the way they do it. Supervising others as they work.

**67 Taking the First Step**

You may be responsible for getting new things started. You may begin new jobs, ideas, plans, or friendships.

**68 Convincing** – Talking people into doing the things you think they should. Talking them into believing the same things you do. Persuading others to buy something. Persuading others to do something you want them to do.

**69 Confronting** – Telling others something they do not want to hear. You may have to stop others from behaving badly. You may have to tell them about their mistakes. You may tell them to do things they do not want to do.

**70 Negotiating** - Solving problems by bargaining with others. Talking people into giving up something in order to gain another thing. You may be making deals or working out contracts.

**71 Training**- Teaching people or animals new things. You may be responsible for teaching others how to do things. You may help them to understand new ideas.

**72 Performing**

Getting up in front of a group to teach them or entertain them.

*See reverse for more skills*

