



YOUR GOALS
YOUR JOB
YOUR
FUTURE!

Job Skills

The following is a list of the most desired traits in employees. Underline the skills you think that you have. Star (*) the skills you would really like to work on.

1. Adaptability

- Curious
- Creative
- Able to solve problems effectively and quickly
- Work well with those who are different from you

2. Academic Skills

- Able to extract the important ideas from written words as well as graphs and tables
- Able to apply information to solve problems and answer questions
- Able to write down ideas clearly, concisely, accurately, and logically
- Able to use math skills to solve problems

3. Communication Skills

- Able to communicate, orally, ideas clearly, concisely, and persuasively
- Use active listening skills
- Able to tell when you and another person have the same understanding of a situation
- Sensitive enough to hear and relate to the emotions behind another's words

4. Computer Skills

- Able to use a major word-processing program
- Able to use a spreadsheet program
- Able to use the Internet and email

5. Group Skills

- Able to solve problems in a group
- Able to judge and engage appropriate behavior in a group
- Able to cope with undesirable behavior in others
- Able to deal with stress
- Able to share responsibility with others

6. Knowing How to Learn

- Understand how you learn and retain information

7. Self-management Skills

- Believe in your self worth
- Take responsibility for setting your goals
- Be motivated to accomplish your goals
- Take actions to secure and further your career

Name _____ Date _____

Name _____

Date _____



Good News Card

My Good News Is:

<input type="checkbox"/> Got a job!	<input type="checkbox"/> Registered to Vote!
<input type="checkbox"/> Got a promotion!	<input type="checkbox"/> Passed US citizenship exam!
<input type="checkbox"/> Entered training program!	<input type="checkbox"/> Got involved in a community group!
<input type="checkbox"/> Removed from public assistance!	<input type="checkbox"/> Started helping out at my kids school!
<input type="checkbox"/> Had public assistance reduced!	<input type="checkbox"/> Started helping my kids with their reading!

Name _____

Date _____

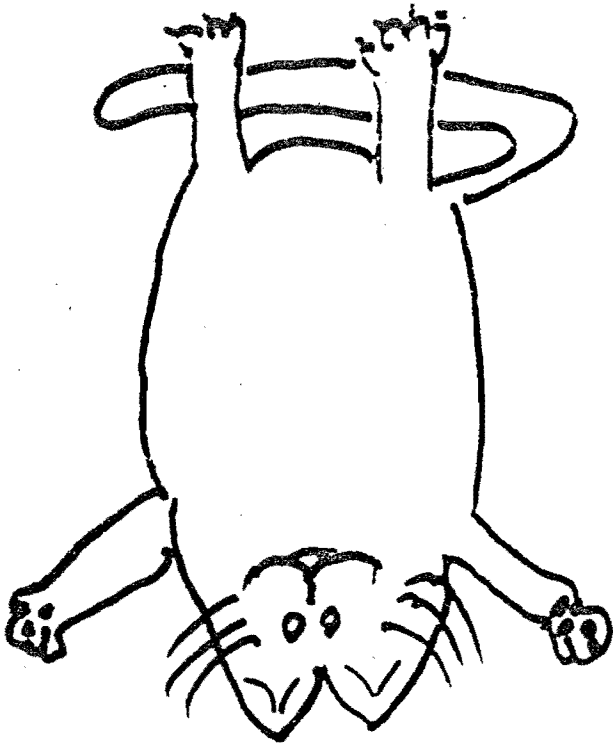


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Say YES!
Call 746-3522



Please
come back!

