



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	_
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My <u>Go</u>	ood News Is:
Got a job!	Registered to Vote!
Got a promotion!	Passed US citizenship exam!
Entered training program!	Got involved in a community group!
Removed from public assistance!	Started helping out at my kids school!
Had public assistance reduced!	Started helping my kids with their reading!

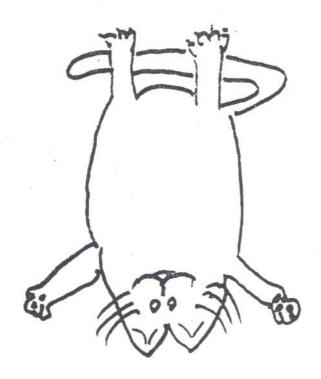
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3		
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YOUR NAME	DATE
You will be taking a writing sample as part of the New York We need a writing sample from you with at least two (2) paragraph	State GED Test. hs.
1. In the first paragraph, explain your reasons for deciding Education at this time in your life or career. Be specific and one reason with your explanation.	to enter Adult d give more than
2. In the second paragraph, tell us what you feel you need Education programming. Give three (3) or more specific ex paragraph.	from Adult camples in this
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Call 746-3522 Say YES!



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