

FOUNDATION SKILLS PROGRAM CHECKLIST

✓ Use this checklist to assess which work-based foundation skills you currently address and should address in specific program areas of your agency.

Do we currently address this skill in our agency? In which program/s?

Should we address this skill in the future? In which program/s?

BASIC WORKPLACE SKILLS

Reads with Understanding		
Listens with Understanding		
Writes Clearly and Concisely		
Speaks Clearly and Concisely		
Applies Math Operations and Reasoning		
Uses Technology		
Locates and Uses Resources		
Observes Critically		

BASIC EMPLOYABILITY SKILLS

Demonstrates Effective Interpersonal Skills		
Demonstrates Self-Management Strategies		
Works in Teams		
Solves Problems		
Makes Decisions		

BASIC WORKPLACE KNOWLEDGE

Applies Health and Safety Concepts		
Understands Process and Product		
Demonstrates Quality Consciousness		
Works in Organizational Structure/Culture		
Understands Finances		

LIFELONG LEARNING SKILLS

Knows How to Learn		
Applies Skills in New Contexts		
Manages Change		