

SCANS SKILLS

Following are the SCANS Commission's tentative list of Enabling Skills and Functional Skills needed by **ALL** students at about the age of **16** in order to advance to pre-college studies, advanced vocational studies, or to work in a high performance work place.

Enabling Skills

Carries out functions by:

Using Intellectual Skills such as:

- 1.Creative Thinking
- 2.Decision Making
- 3.Problem Solving
- 4.Mental model-building (visualizes)
- 5.Learning to Learn

Using Basic Skills such as:

- 1.Reading
- 2.Writing
- 3.Mathematics
- 4.Speaking
- 5.Listening
- 6.Reasoning

Demonstrating Personal Characteristics of:

- 1.Maturity
- 2.Self-esteem
- 3.Sociability
- 4.Cooperation
- 5.Reliability

Functional Skills

Carries out tasks by managing, using, or handling:

Systems

- 1.Understands
- 2.Anticipates
- 3.Monitors and improves

Personal Interactions

- 1.Team Player
- 2.Teaches
- 3.Serves clients/customers
- 4.Leads others
- 5.Constructively challenges status quo
- 6.Negotiates
- 7.Works with cultural diversity

Information

- 1.Identifies and evaluates
- 2.Analyzes and acts upon
- 3.Organizes and maintains
- 4.Uses computers

Resources

- 1.Schedules time
- 2.Budgets money
- 3.Arranges space
- 4.Assigns staff

Technology

- 1.Selects
- 2.Installs
- 3.Uses
- 4.Maintains