

# Appendix A

## Functional Skills Needed for Effective Work Performance

The Secretary's Commission on Achieving Necessary Skills, charged by the Department of Labor with identifying the basic skills needed by high school graduates in order to be ready to enter the work force, identified the following skill sets:

- I. Resource Management: Identifies, organizes, plans, and allocates resources.
  - Time: Understands, follows, and prepares a schedule.
  - Money: Prepares and follows a budget.
  - Material: Allocates material resources.
  - People: Allocates people resources.
- II. Information Management: Acquires and uses necessary information.
  - Identifies, finds, and selects necessary information.
  - Assimilates and integrates information from multiple sources.
  - Represents, conveys, and communicates information to others effectively.
  - Converts information from one form to another.
  - Prepares, interprets, and maintains quantitative and nonquantitative records and information, including visual displays.
- III. Social Interaction.
  - Participates as an effective member of a team.
  - Facilitates group learning.
  - Teaches others new skills.
  - Serves clients/customers.
  - Influences (informs/explains, persuades, convinces) an individual or group.
  - Negotiates to arrive at a decision.
  - Works well with all kinds of people.
  - Understands how the social/organizational system works.
- IV. Systems Behavior and Performance.
  - Understands how system components interact to achieve goals.
  - Identifies, anticipates, and manages consequences.
  - Monitors and corrects performance, identifies trends and anomalies.
  - Links symbolic representations to real-world phenomena.
  - Integrates multiple displays.
- V. Human and Technology Interaction.
  - Selects and uses appropriate technologies.
  - Visualizes operations and programs machines to perform work.
  - Employs computers for input, presentation, and analysis.
  - Troubleshoots and maintains technologies.
  - Designs systems to perform complex tasks efficiently.
- VI. Affective skills: Attitudes, motivation, and values.

Source: *Identifying and Describing the Skills Required by Work*. The Secretary's Commission on Achieving Necessary Skills, U.S. Department of Labor, 1992.

<<http://www.ttrc.doleta.gov/SCANS/idsrw/Scansrep.htm>>

