SCANs Skills

Secretary's Commission on Achieving Necessary Skills

Basic Skills

A. Locates, understands, and interprets written information prose and documents – including manuals, graphs and schedules – to perform tasks
B. Learns from text by determining the main idea or essential message
C. Identifies relevant details, facts and specifications
D. Infers vocabulary, and judges the accuracy, appropriateness, style and plausibility of reports, proposals, or theories of other writers.

Writing

A. Communicates thoughts, ideas, information, and messages in writing
B. Records information completely and accurately
C. Composes and creates documents such as letters, directions, manuals, reports, proposals, graphs, and flow charts
D. Uses language, style, organization, and format appropriate to the subject matter, purpose, and audience.
E. Includes supporting documentation and attends to level of detail, checks, edits, and revises for correct information, appropriate emphasis, form, grammar, spelling, and punctuation

Arithmetic

A. Performs basic computations
B. Uses basic numerical concepts such as whole numbers and percentages in practical situations
C. Makes reasonable estimates of arithmetic results without a calculator
D. And uses tables, graphs, diagrams, and charts to obtain or convey quantities information

Mathematics

A. Approaches practical problems by choosing appropriately from a variety of mathematical techniques.
B. Uses quantitative data to construct logical explanations for real world situations
C. Expresses mathematical ideas and concepts orally and in writing
D. And understands the role of occurrence and prediction of events.

Listening

A. Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to the purpose
B. For example, to comprehend
C. To learn
D. To critically evaluate
E. To appreciate
F. Or to support the speaker

Speaking

A. Organizes ideas and communicates oral messages appropriate to listeners and situations
B. Participates in conversation, discussion, and group presentations
C. Selects an appropriate medium for conveying a message
D. Uses verbal language and other cues such as body language appropriate in style, tone and level of complexity to the audience and the occasion
E. Speaks clearly and communicates a message
F. Understands and responds to listener feedback
G. And asks questions when needed

Thinking Skills

Creative Thinking- Uses imagination freely, combines ideas or information in new ways, makes connections between seemingly unrelated ideas, and perhaps goals in ways that reveal new possibilities.

Decision Making- Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternatives.

Problem Solving- Recognizes that a problem exists (i.e., there is a discrepancy between what is and what should or could be), identifies possible reasons for the discrepancy, and devises and implements a plan of action to resolve it. Evaluates and monitors progress, and revises plan as indicated by findings.

Seeing Things in the Mind's Eye

A. Organizes and processes symbols, pictures, graphs, objects or other information
B. For example, sees a building from a blueprint, a system's operation from schematics, the flow of work activities from narrative descriptions, or the taste of food from reading a recipe

Knowing How to Learn

A. Recognizes and can use learning techniques to apply and adapt new knowledge and skills both in familiar and changing situations
B. Involves being aware of learning tools such as personal learning styles (visual, aural, etc), formal learning strategies (note taking or clustering items that share some characteristics)
C. And informal learning strategies (awareness of unidentified false assumptions that may lead to faulty conclusions).

Reasoning

A. Discovers a rule or principle underlying the relationship between two or more objects that applies it in solving a problem
B. For example, uses logic to draw conclusions from available information, extracts rules or principles from a set objects or written text
C. Applies rules and principles to a new situation, or determines which conclusions are correct when given a set of facts and a set of conclusions

Personal Qualities

Responsibility

   A. Exerts a high level of effort and perseverance towards goal attainment
   B. Works hard to become excellent at doing tasks by setting high standards, paying attention to details, working well, and displaying a high level of concentration, even when assigned an unpleasant task.
   C. Displays high standards of attendance, punctuality, enthusiasm, vitality, and optimism in approaching and completing tasks.

Self Esteem

   A. Believes in own self-worth and maintains a positive view of self
   B. Demonstrates knowledge of own skills and abilities
   C. Is aware of impact on others
   D. And knows own emotional capacity and needs and knows how to address them

Sociability

   A. Demonstrates understanding, friendliness, adaptability, empathy, and politeness in a new and on-going group settings
   B. Asserts self in familiar and unfamiliar social situations
   C. Relates well to others
   D. Responds appropriately as the situation requires
   E. And takes an interest in what others say and do

Self-Management

   A. Asses own knowledge, skills, and abilities accurately
   B. Sets well-defines and realistic personal goals
   C. Monitors progress toward goal attainment and motivates self through goal achievement
   D. Exhibits self-control and responds to feedback unemotionally and non-defensively
   E. Is a "self-starter"

Integrity/Honesty

   A. Can be trusted
   B. Recognizes when faced with making a decision or exhibiting behavior that may break with commonly-held personal or societal values
   C. Understands the impact of violating these beliefs and codes on an organization, self, and others
   D. And chooses an ethical course of action