

JAG Nevada's 87 Life Skills & Core Competencies

PERSONAL SKILLS

- ① Understand types of maturity
- ① Identify a self-value system and how it affects life
- ① Base decisions on values and goals
- ① Identify process of decision making
- ① Demonstrate ability to assume responsibility for actions and decisions
- ① Demonstrate a positive attitude
- ① Develop healthy self-concept for home, school and work

JOB ATTAINMENT SKILLS

- ① Construct a resume
- ① Conduct a job search
- ① Develop a letter of application
- ① Use the telephone to arrange an interview
- ① Complete application forms
- ① Complete employment tests
- ① Complete a job interview

LIFE SURVIVAL SKILLS

- ① Evaluate a career plan to determine appropriate postsecondary educational options
- ① Identify how best to achieve marketable occupation skills for an entry level job
- ① Conduct a job analysis
- ① Apply critical thinking skills
- ① Demonstrate effective study skills
- ① Demonstrate how to use group dynamics techniques
- ① Explain the roles and function of a value-added organization
- ① Understand the essential elements of high performance work teams
- ① Describe how to work and communicate with diverse people at work and in the community to satisfy their expectations
- ① Demonstrate techniques for building commitment by others
- ① Demonstrate an openness to change
- ① Provide constructive feedback
- ① Negotiate solutions to conflicts

JOB SURVIVAL SKILLS

- ① Demonstrate appropriate appearance
- ① Understand what employers expect of employees
- ① Identify problems of new employees
- ① Demonstrate time management
- ① Follow directions
- ① Practice effective human relations
- ① Appropriately quit a job

BASIC SKILLS

- ① Comprehend verbal communications
- ① Comprehend written communications
- ① Communicate in writing
- ① Communicate verbally
- ① Perform mathematical calculations

LEADERSHIP & TEAMWORK SKILLS

- ① Demonstrate team membership
- ① Demonstrate team leadership
- ① Deliver presentations to a group
- ① Compete successfully with peers
- ① Demonstrate commitment to an organization

LIFE SURVIVAL SKILLS, continued

- ① Demonstrate politeness and civility
- ① Demonstrate an ability to adapt to people and situations
- ① Exhibit work ethics and behaviors essential to success



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- ① Set and prioritize goals and establish a timeline for achieving them
- ① Apply the problem solving process to complex problems
- ① Demonstrate an ability to analyze the strengths and weaknesses of self and others
- ① Design and justify solutions by tracking and evaluating results
- ① Identify ways to build mutual trust and respect
- ① Prepare a short- and long-term personal budget
- ① Demonstrate a commitment in completing work assignments accurately and in a timely fashion
- ① Demonstrate an ability to satisfy the purposes of a delegated task
- ① Demonstrate an ability to prioritize and manage time effectively in the workplace
- ① Demonstrate enthusiasm for work
- ① Demonstrate an eagerness to learn new responsibilities or improve current responsibilities
- ① Demonstrate an understanding of the work to be accomplished
- ① Demonstrate familiarity with a variety of technologies
- ① Demonstrate an ability to self-evaluate and develop a continuous improvement (career development) plan
- ① Demonstrate basic computer operation skills
- ① Demonstrate an ability to learn from past experiences and from others
- ① Demonstrate an ability to send, receive and organize e-mail messages
- ① Demonstrate an ability to search for information on the Internet

WORK PLACE SKILLS

- ① Demonstrate punctuality and good attendance practices
- ① Demonstrate initiative and proactivity
- ① Demonstrate how to work effectively with others
- ① Demonstrate an attitude that attracts the attention of management
- ① Demonstrate an ability to communicate and work with customers to satisfy their expectations
- ① Demonstrate listening skills which will result in gaining a clear understanding of information being conveyed
- ① Demonstrate an ability to follow and give directions
- ① Demonstrate good reasoning skills which result in thinking first, then taking action
- ① Demonstrate integrity and honesty in dealings with internal and external customers
- ① Demonstrate a willingness to accept responsibility for one's own actions

ECONOMIC EMPOWERMENT SKILLS

- ① Understand Insurance – Auto, Renters, Home, Health, Disability and Life (Allstate)
- ① Practice Better Money Management Skills (Visa U.S.A.)
- ① Demonstrate How to Start a Small Business (Allstate)
- ① Be successful in dealing with law enforcement when they are Enforcing the law (Allstate: The Law and You)

