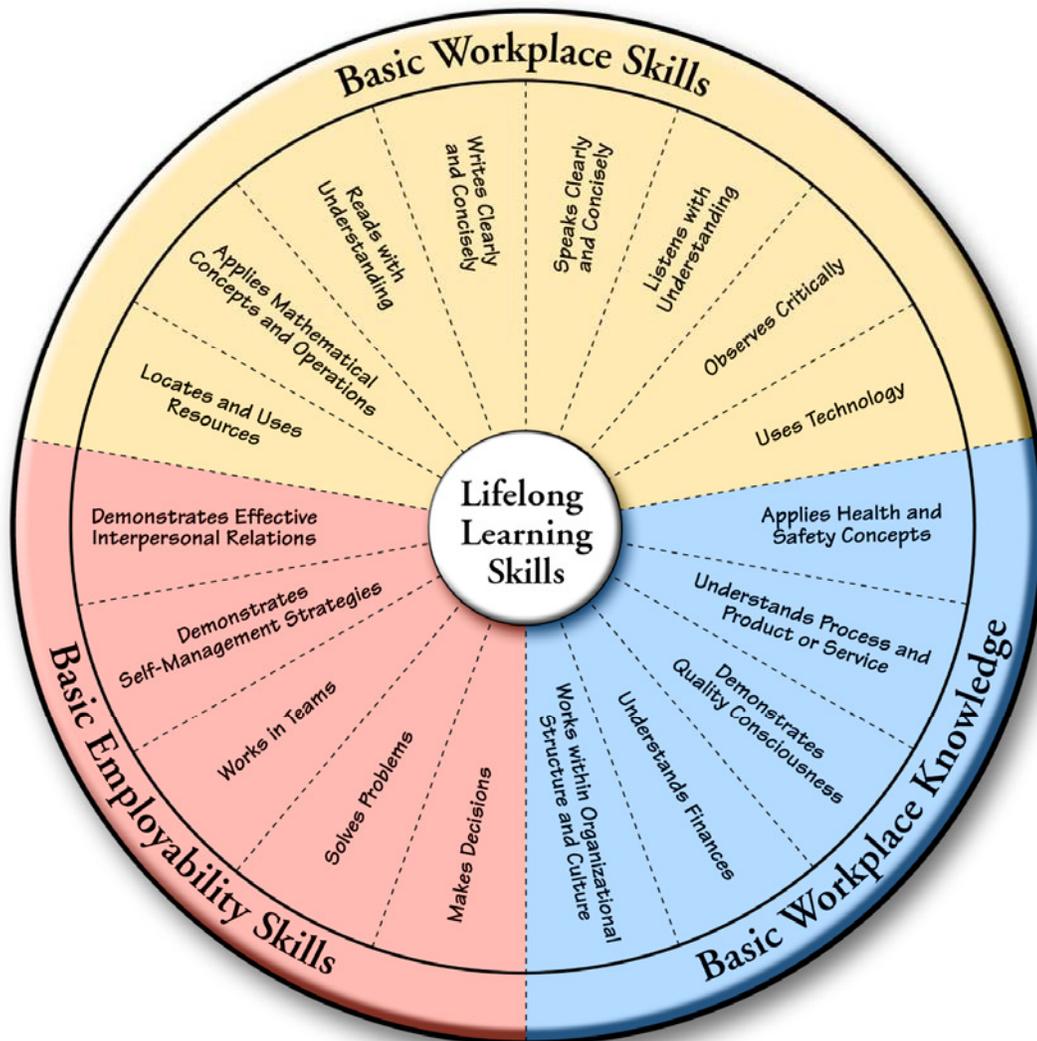


Introduction to Foundation Skills

This wheel shows the skills and knowledge that employers think are important in the workplaces of Pennsylvania. Workers who have and use these skills are more likely to work safely and effectively.

Look at the very center of the wheel. Everyone needs to learn throughout their lifetime to adapt to the many changes we face, both in our lives and in the workplace.

Look at the skills and knowledge in the yellow, blue and pink sections. Which ones do you think are important for the kind of work you do or want to do? Choose one skill from each area that you think is important. Work with a partner and tell your partner two reasons why you think these skills are important. Take notes as your partner tells you his or her reasons.



Foundation Skills Self-Appraisal

Instructions

Step 1:

Read each statement on the next page and check the box that best describes your typical behavior.

Step 2:

Review the appraisal according to the following sections to determine your workplace foundation skill areas of strength or weakness:

Basic Employability Skills	Statements 1-6
Basic Workplace Knowledge	Statements 7-14
Basic Workplace Skills	Statements 15-23
Lifelong Learning Skills	Statements 24-30

Step 3:

Discuss your results with a partner and your instructor. Talk about your areas of strength and how they can help you on the job. Talk about the areas you can improve and why. Then, work with your instructor to develop a plan to strengthen those areas you need for success on the job. One part of your plan will be to learn more about how to apply specific strategies to improve your foundation skills and knowledge.

<i>Read the statements below and check the boxes that are most like you.</i>	Almost never like me	Sometimes like me	Quite a bit like me	Almost always like me
1. I have few conflicts with other people at work.				
2. I am on time for work.				
3. I release stress in healthy ways.				
4. I work well in a team.				
5. I solve problems at work.				
6. I make decisions at work.				
7. Safety is important to me at work and at home.				
8. I understand how this company operates.				
9. I know who to go to if I have a problem at work.				
10. The quality of my work is important to me.				
11. I understand how this company makes a profit.				
12. I understand the parts of my paycheck.				
13. I know what product or service this company provides.				
14. I know how I help provide that product or service.				
15. I understand what I read.				
16. When my supervisor tells me how to do something, I understand and go do it.				
17. I can write clearly and others can understand it.				
18. When I talk with my supervisor, I am understood.				
19. I can do math including fractions, decimals and percentages.				
20. While I work, I pay attention to what is going on around me.				
21. I can use the computer with ease.				
22. I can use e-mail and the Internet.				
23. When I need something to do a job, I go find it.				
24. I enjoy learning something new every day.				
25. I learn as much as I can when I begin a new project.				
26. I have set educational goals for professional development.				
27. I have used skills at work that I learned in life.				
28. I have used my work skills outside my work place.				
29. I am flexible when changes happen at work.				
30. I am willing to learn new skills when my work changes.				

Motivation at Work

Winners are ordinary people with extraordinary determination. ~Dr. Robert Anthony

Work Motivators

What motivates you to work? Most of us work to get the money we need to make a good life for our families and ourselves. But doing what we *have* to do is different from doing what we *want* to do. Few people have their “dream jobs.” But they are still motivated to work by more than money. What quality is found among people with this kind of motivation? They believe in their abilities and they want to do a good job.

True motivation comes with accepting responsibility for completing everyday tasks at work. Sometimes these tasks are not all that exciting and glamorous just routine. One way to explore your own work motivation is to think about external and internal motivators. External motivators come from outside of ourselves. They include things like money, benefits, bonuses, certificates of achievement, and training opportunities. Internal motivators include things like having a sense of belonging and self-worth as well as rising to meet challenges and responsibility. These are feelings and rewards we experience inside ourselves because we are doing well at work.

Work Values

We like work we value. Work values can be sorted into the following categories:

- * Achievement
- * Independence
- * Recognition
- * Relationships
- * Support
- * Working Conditions

Suppose you like having your work recognized by others. One of your work values is recognition. Or maybe you like to interact with other people at work. You value relationships. Workplaces have values also. When you find a workplace with values that are like yours, you will be more satisfied with your job. For example, if you value independence, you might want to work for an employer who wants you to make decisions on your own.

You can learn more about your work values. Go to the O*NET website:
www.onetcenter.org/.

1. Click on Career Exploration Tools on the left side of the page.
2. Click on the Select box. Then click on Work Importance Profiler.

You can take this self-assessment on paper or online. It will help you identify occupations with similar work values. There are two parts to the assessment. First, you answer questions that will help you figure out which values are most important to you. Then, the computer matches your answers with jobs that require or reward similar work values. What you learn may surprise you!