

SCANS SKILLS

These are broad academic and workplace skills developed by the Secretary's Commission on Achieving Necessary Skills (SCANS).

Basic Skills

1. **Reading:**

Identify relevant facts; locate information in books/manuals; find meanings of unknown words; judge accuracy of reports; use computers to find information.

2. **Writing:**

Write ideas completely and accurately in letters and reports with proper grammar, spelling, and punctuation, use computers to communicate information.

3. **Mathematics**

Use numbers, fractions, and percentages to solve problems; use tables, graphs, and charts; use computers to enter, retrieve, change, and communicate numerical information. P>

4. **Speaking:**

Speak clearly; select language, tone of voice, and gestures appropriate to an audience.

5. **Listening:**

Listen carefully to what a person says, noting tone of voice and body language; respond in a way that shows understanding of what is said.

People Skills

1. Social:

show understanding, friendliness, and respect for feelings of others; assert oneself when appropriate; take an interest in what people say and why they think and act as they do.

2. Negotiation:

Identify common goals among different parties; clearly present one's position; understand party's position; examine possible options; make reasonable compromises.

3. Leadership:

Communicate thoughts and feelings to justify a position; encourage or convince; make positive use of rules or values; demonstrate ability to have others believe in and trust you because of competence and honesty.

4. Teamwork:

Contribute to group with ideas and effort; do own share of work; encourage team members; resolve differences for the benefit of the team; responsibly challenge existing procedures, policies, or authorities.

5. Cultural Diversity:

Work well with people having different ethnic, social, or educational backgrounds; understand the cultural differences of different groups; help the people in these groups make cultural adjustments when necessary.

Personal Qualities

1. Self-Esteem:

Understand how beliefs affect how a person feels and acts; *listen* and identify irrational or harmful beliefs you may have; and understand how to change them when they occur.

2. Self-Management:

Assess one's own knowledge and skills accurately; set specific, realistic, personal goals; monitor progress toward goal.

3. Responsibility:

Work hard to reach goals, even if task is unpleasant; do quality work; display high standard of attendance, honesty, energy, and optimism.

Thinking Skills

1. **Creative Thinking:**

Use imagination freely, combining ideas or information in new ways; make connections between ideas that seem unrelated.

2. **Problem-Solving:**

Recognize problem; identify why it is a problem; create and implement a solution; watch to see how well solution works; revise as needed.

3. **Decision Making:**

Identify goals; generate alternatives and gather information about them; weigh pros and cons; choose best alternative; plan how to carry out choice.

4. **Visualization:**

Imagine building, object or system by looking at a blueprint or drawing.

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