

## EMPLOYABILITY SKILLS AND COMPETENCIES

### Basic Academic Skills:

- Basic Applied Mathematics
- Reading for Information and Comprehension
- Basic Writing
- Basic Computer Skills
- Basic Speaking/ Communication Skills

### Basic Workplace Competencies:

- Basic Use of Technology
- Problem Solving & Decision Making
- Locating & Using Data
- Teamwork
- Adaptability/ Flexibility
- Planning, Organizing, & Time Management
- Active Listening Skills/ Following Directions
- Customer Focus Skills
- Leadership Skills

## PERSONAL COMPETENCIES

- Integrity
- Motivation
- Work Ethic
- Dependability & Reliability

## TECHNICAL WORKPLACE COMPETENCIES

- Basic Business Fundamentals
- Basic Safety Fundamentals
- Basic Supply Chain Fundamentals

Core Skills and Competencies

Cluster-Specific Competencies