

## Skills Worksheet

Name: \_\_\_\_\_ Period: \_\_\_\_\_

A skill is a learned ability that helps you do something correctly and succeed at it. It is the ability to do something well usually because you have learned the steps and practiced it. Some people have natural skills, for example an ability to run fast. Running fast is an ability, if the person trains, the person can develop skills to help her become a champion runner. Skills can be as difficult as being a surgeon or as simple as using a crayon to color within the lines. Someone who is trying to do something and not succeeding may not have developed or learned the necessary skills.

Some skills are:

- ✓ Being organized
- ✓ Holding a pencil correctly
- ✓ Communication Skills
- ✓ Conflict resolution
- ✓ Study skills
- ✓ Being able to answer the phone in a respectful manner.
- ✓ Time management
- ✓ Teamwork/Cooperation

Observe your supervisor or any other staff member you may be working with. Pay attention to the skills that they have when performing their job. You may also notice a skill that they still need to develop or work on improving. Using your observation skills and what you have learned, complete the Skills worksheet.

Name of staff member that you observed: \_\_\_\_\_

Position: \_\_\_\_\_

In your own words, what is a skill? List some skills that you may have as a student.

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List 5 skills that you have observed in the staff member you are observing.

- 1.
- 2.
- 3.
- 4.
- 5.

What skill do you feel, if any, that this person may have to develop?

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