

# Blackhawk Technical College



## Communicate Professionally

- Demonstrate communication standards specific to occupational area
- Write professionally
- Speak professionally
- Interpret professional documents
- Demonstrate critical listening skills
- Communicate using professional non-verbal behavior



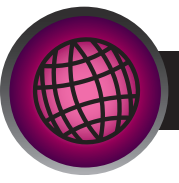
## Use Appropriate Technology

- Select equipment, tools, and resources to produce desired results
- Demonstrate proper and safe usage of equipment
- Demonstrate occupational specific computer skills
- Adapt to new technology
- Use security measures to protect confidentiality



## Work Effectively In Teams

- Participate in identifying team goals
- Work with others
- Respect the contributions and perspectives of all members
- Complete assigned tasks
- Motivate team members
- Resolve conflicts
- Assess team outcomes



## Show Respect for Diversity

- Interact with diverse groups respectfully
- Treat everyone without bias
- Seek information when necessary to interact effectively with others
- Adapt to diverse situations
- Demonstrate respect and common courtesies

# Core Abilities



## Demonstrate Professional Work Behavior

- Follow policies and procedures
- Meet attendance expectations
- Manage time effectively
- Dress appropriately
- Accept constructive feedback
- Work productively
- Demonstrate organization/prioritization skills
- Be accountable
- Demonstrate effective customer service skills
- Take initiative
- Transfer learning from one context to another
- Adapt to change



## Solve Problems Efficiently

- Identify a problem to be solved
- Recognize when the process is complete
- Select an appropriate problem-solving methodology
- Recognize and gather relevant information
- Apply mathematical reasoning
- Utilize appropriate resources
- Recognize when to change direction if needed



## Lead By Example

- Recognize leadership qualities in others
- Demonstrate legal and ethical standards of practice
- Create and share a vision
- Develop and implement a plan to accomplish a goal
- Manage conflict, pressure, and change with constructive strategies
- Be a colleague/peer others can depend on
- Acquire the knowledge needed for success
- Bring passion and energy to your work/project
- Take risks when necessary or appropriate



**Core Abilities=Employability**