



WHAT ARE YOUR SKILLS? (ICMC/Zagreb)

Because of the war, many Bosnians have been without work for two or more years and, as a result, feel insecure about their skills and abilities. Since hiring in the U.S. is based on the skills of the job applicant, refugees should be aware of the skills they possess. In this activity, refugees identify their own skills.

Objective: Given a list of skills, participants will be able to recognize which ones they possess and categorize the skills as skills developed on the job, skills acquired in life, or time management skills

Materials: Posters or lists containing job skills according to employment sector and time management skills. Employment Skills Form.

Procedure: Divide participants into groups according to employment sectors in which they have worked. If you have a class of young people with no work experience (or housewives), ask participants to begin with the sector in which they think they might have the most skills.

Ask the groups to brainstorm a list of skills related to their employment sector. When they think they have a complete list of skills, distribute the skills posters. Ask them to use these posters to identify any skills they think are missing from their list.

Give each participant a skills form.

Participants transfer their list of skills to the skills form. Model this process by asking a participant to describe what s/he does at home and at work and ask the rest of the class to use the poster to identify and categorize this participant's skills. This technique will also assist participants who are having trouble identifying and categorizing their skills.

For participants who have already identified their skills, write a job description on a board and ask the participants to identify the skills needed. Then ask them to state which skills are related to self-management or skills they might acquire through life.



Attachment 10: What Are Your Skills? (con't)

SKILLS: SELF-MANAGEMENT
HONEST
PUNCTUAL
CONSCIENTIOUS
RESPONSIBLE
FRIENDLY
POLITE
A TEAM PLAYER
ORGANIZED
ENTHUSIASTIC
ASSERTIVE
EASY-GOING
DISCIPLINED
CREATIVE
PATIENT
DETERMINED
FLEXIBLE
OPEN
FORMAL
SENSE OF HUMOR
SPONTANEOUS
TACTFUL
TRUSTWORTHY
VERSATILE

SKILLS: AGRICULTURE
FEEDS AND WATERS CATTLE
INSPECTS AND REPAIRS FENCES
ROPES CATTLE TO BE DEHORNED
CLEANS UP BARNES
LOADS AND UNLOADS CATTLE
SADDLES AND RIDES HORSES
DRIVES FARM MACHINES
DRIVES TRUCKS
UNLOADS TOOLS
USES SCYTHES
REMOVES WEEDS
PLANTS FLOWERS, TREES
FERTILIZES LAWNS
SPRAYS PLANTS WITH PESTICIDES
PRUNES TREES
WATERS LAWNS
PAINTS PARK BUILDINGS
MAKES NEW SIDEWALKS
PLANTS VEGETABLE GARDENS
MILKS COWS
CARES FOR ANIMALS
USES LAWN MOWERS



Attachment 10: What Are Your Skills? (con't)

SKILLS: RESTAURANTS
TAKES ORDERS FOR FOOD AND DRINKS
SERVES CUSTOMERS AT THEIR TABLES
POURS DRINKS
SETS UP AND CLEARS TABLES
MAKES SALADS
MAKES COFFEE AND TEA
LOADS DISHWASHERS
UNLOADS DISHWASHERS
SWEEPS AND MOPS KITCHEN FLOORS
COOKS FAST FOOD
CUTS MEAT AND TRIMS OFF FAT
CLEANS AND PEELS VEGETABLES
CUTS VEGETABLES
COOKS FOOD
CARRIES AND STACKS DISHES
MAKES CAKES
DECORATES CAKES
MAKES SANDWICHES
MAKES BREAD
USES MIXERS
DESIGNS MENUS

SKILLS: CONSTRUCTION
REMOVES FURNITURE FROM ROOMS TO BE PAINTED
SCRAPES OFF OLD, LOOSE PAINT
CLEANS AND WASHES WALLS BEFORE PAINTING
USES SPECIAL PUTTY TO FILL IN CRACKS
SANDS ROUGH SPOTS ON WALLS, CEILINGS
PUTS PUTTY AROUND WINDOWS TO HOLD THE GLASS
CUTS PIPES WITH SPECIAL CUTTING TOOLS
BENDS PIPES INTO DIFFERENT SHAPES
FIXES LEAKS IN PIPES
DIGS DITCHES FOR PIPES
INSTALLS TOILETS, SHOWERS, TUBS, SINKS
REPAIRS SINKS, TOILETS, SHOWERS
STAPLES, PASTES, TAPES INSULATION
MEASURES, CUTS AND FITS INSULATION
WELDS SHEET METAL AROUND INSULATED PIPES
PUTS WINDOWS, GLASS DOORS, MIRRORS IN HOUSES
CUTS GLASS TO FIT WHERE IT BELONGS
BUILDS SCAFFOLDING
OPERATES MIXING MACHINES



Attachment 10: What Are Your Skills? (con't)

ADDS RIGHT AMOUNT OF PLASTER, SAND AND WATER FOR CEMENT
PUTS DESIGNS ON WALLS BY USING SPECIAL TROWELS
CLEANS UP WHEN JOBS ARE DONE
FRAMES WALLS
BUILDS ROOF RAFTERS
PUTS IN FLOOR JOISTS AND SUB FLOORINGS
BUILDS WOODEN FORMS FOR HOUSE FOUNDATIONS
DRILLS HOLES IN WALLS
REPAIRS PLUMBING
USES HAMMERS, SHEARS, DRILLS
LOADS, UNLOADS MATERIALS
OPERATES BULLDOZERS
SMOOTHES CEMENT WITH TROWELS
USES SHOVELS TO SPREAD CONCRETE
PUTS INSULATION ON ROOFS
PUTS HOT TAR ON ROOFS
SPREADS CEMENT FOR BRICKS
USES CONTROLS TO RAISE AND LOWER CABLES, BUILDING MATERIALS
PATCHES LEAKY ROOFS
PAINTS WALLS
PAINTS OUTSIDES OF HOUSES
INSTALLS CARPETING
HANGS WALLPAPER

SKILLS–AUTOMOTIVE
CLEANS, POLISHES, WASHES CARS
ADJUSTS ENGINES
CHECKS BRAKES AND POWER STEERING
MAKES SURE ENGINES ARE PERFORMING WELL
REMOVES ENGINES OR TRANSMISSIONS
CLEANS PARTS IN GAS LINES
TAKES ENGINES APART
PUTS ENGINES BACK TOGETHER
CLEANS OUT OR REPAIRS CARBURETORS
GIVES ENGINES TUNE UPS
SELECTS NEW MUFFLERS OR TAILPIPES
CUTS OFF OLD MUFFLERS OR TAILPIPES
INSTALLS NEW MUFFLERS OR TAILPIPES
CHECKS TO MAKE SURE THERE ARE NO LEAKS IN FUEL LINES
PUTS GASOLINE IN TRUCKS OR CARS
CHECKS THE OIL AND WATER LEVELS
CHECKS PRESSURE IN TIRES



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Attachment 10: What Are Your Skills? (con't)

CHANGES TIRES AND FIXES FLATS
GREASES CARS AND TRUCKS
CHANGES SPARK PLUGS
CLEANS AND VACUUMS CARS
DRIVES MANY KINDS OF CARS
REMOVES DAMAGED PARTS OF CARS
POUNDS OUT DENTS
PUTS NEW PARTS ON DAMAGED CARS
GETS CARS READY FOR PAINTING
PAINTS CARS
PARKS CARS
DRIVES TRUCKS
USES HAND AND POWER TOOLS
JUMP STARTS BATTERIES
CHANGES SPARK PLUGS
OILS MACHINES

SKILLS: OFFICE
TYPES LETTERS
SORTS MAIL
USES PHOTOCOPIER
PREPARES BILLS
KEEPS BOOKS
USES ADDING MACHINE
ANSWERS PHONES
MAKES APPOINTMENTS
TAKES MESSAGES
KEEPS ACCURATE WRITTEN RECORDS
COUNTS MONEY ACCURATELY
USES COMPUTER
KEEPS FINANCIAL RECORDS
MAKES CONTACTS WITH BUYERS

SKILLS: HEALTH
GIVES INJECTIONS
GIVES FIRST AID
CARES FOR BABIES
HELPS PATIENTS EXERCISE
WEIGHS OR MEASURES PATIENTS
BANDAGES CUTS AND SCRAPES
CLEANS TEETH
FIXES TEETH
USES ELECTRIC DRILLS

SKILLS: SCHOOL
TEACHES CHILDREN
TEACHES ADULTS



Attachment 10: What Are Your Skills? (con't)

ORGANIZES GAMES FOR CHILDREN
COOKS FOR CHILDREN
READS STORIES TO KIDS
SINGS TO CHILDREN
PLAYS GAMES WITH KIDS
LOOKS AFTER KIDS
PLAYS A MUSICAL INSTRUMENT

SKILLS: ELECTRICAL INSTALLATION
FIXES SMALL APPLIANCES
INSTALLS TV ANTENNAS
INSTALLS AIR CONDITIONING
CLEANS AND MAINTAINS COMPRESSORS
MEASURES, BENDS, INSTALLS CONDUITS
SOLDERS WIRES TO CONNECTIONS
REPLACES PLUGS IN ELECTRIC APPLIANCES
REPAIRS ELECTRICAL SYSTEMS
REPLACES LIGHT BULBS AND FUSES
INSTALLS SWITCHES AND FUSES
PULLS WIRING OR CABLES THROUGH CONDUITS
CONNECTS WIRING TO CIRCUIT BREAKERS OR TRANSFORMERS

SKILLS: HOUSE
COOKS
IRONS
WASHES CLOTHES
CLEANS ROOMS
WASHES DISHES
MAKES CAKES
BUDGETS
USES SEWING MACHINES
WAXES FURNITURE
HEMS SKIRTS AND PANTS
KNITS, EMBROIDERS, CROCHETS OR WEAVES

SKILLS: TRADES
MAKES FURNITURE
REPAIRS FURNITURE
PAINTS FURNITURE
REUPHOLSTERS FURNITURE
REFINISHES ANTIQUES
SHAMPOOS HAIR
CUTS HAIR
GIVES PERMS
GIVES HIGHLIGHTS



Attachment 10: What Are Your Skills? (con't)

GIVES MANICURES
GIVES FACIALS
MAKES CURTAINS OR DRAPES
SEWS CLOTHES
DESIGNS CLOTHES
USES SEWING MACHINES
ALTERS CLOTHES
WELDS METAL PIECES TOGETHER
USES GAS WELDERS
DELIVERS/TRANSPORTS GOODS
UNPACKS BOXES
PACKS BOXES
MOVES GOODS
PUTS GOODS ON SHELVES
SERVES CUSTOMERS
WRAPS PACKAGES
USES CASH REGISTERS

SKILL FORM: INFORMATION FOR JOB SEARCH

PERSONAL DATA

Name Last	First	MI
Address Number	Street	Apt.
City	State	Zip
Telephone	Emergency Contact #	
Social Security Number	Date of Birth (mo/day/yr)	
Gender M/F	Marital Status Single/Married/Divorced/Widowed	

EMPLOYMENT HISTORY

Position _____	Dates _____
Skills used _____	

Position _____	Dates _____
Skills used _____	

Position _____	Dates _____
Skills used _____	

OTHER SKILLS:

Skills acquired through life _____

Self-management skills _____

EDUCATION:



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Source:

Cultural Orientation Resource Center
Center for Applied Linguistics