Colorado General Workplace Competencies

The Colorado General Workplace Competencies were developed by a business task force through the Colorado Association of Commerce and Industry and validated by educators and business leaders across the state. These competencies represent the skills needed by post secondary students and by workers in most jobs regardless of the specific occupational area.

These competencies will assist educators in understanding what skills must be taught in conjunction with academic instruction. Students will know the requirements of the workplace, and businesses will have a consistent set of standards that promote a skilled workforce.

The **Colorado General Workplace Competencies** were developed by:
> Colorado Department of Education
> Colorado School-to-Career Partnership
> Business Task Force sponsored by Colorado Association of Commerce & Industry
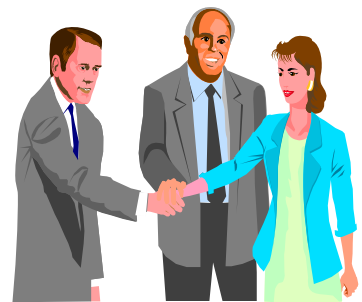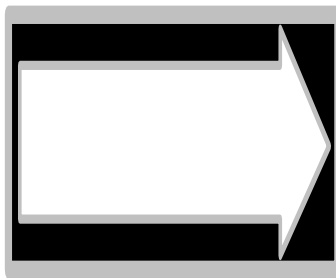
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Communication Skills - Demonstrates the ability to receive and relay information clearly and effectively

- **listening** - receives, attends to, understands and responds to verbal and non-verbal messages
- **speaking** - clearly organizes and effectively presents ideas orally
- **reading** - locates, understands and interprets written information in prose and documents to perform tasks
- **writing** - organizes and effectively presents ideas and information in writing
- **interpreting** - delineates and analyzes oral and written information and synthesizes information into a conclusion
- **negotiating** - works toward agreement while maintaining position
- **persuading** - communicates ideas to justify position, overcome resistance and convince others

Organizational skills - Demonstrates the ability to work effectively and efficiently

- **planning** - devising and outlining a process to achieve a goal and timeline
- **time management** - applies appropriate time to task and manages multiple priorities
- **using resources** - identifies, organizes, plans and allocates resources
- **systems thinking** - understands the nature of systems, develops and adapts systems to meet organizational needs
- **evaluating** - collects, evaluates and uses data to monitor and improve performance

Thinking Skills - Demonstrates the ability to use reasoning

- **problem solving** - identifies and recognizes a problem, considers alternatives, devises and implements a logical plan of action
- **decision making** - uses a process to identify goals and constraints, evaluate alternatives and reach a conclusion
- **creative thinking** - generates new and innovative ideas
- **learning** - uses efficient techniques to acquire and apply new knowledge and skills
- **analyzing** - identifies bias of information sources, evaluates contradictory information and effectively manages information
- **mathematics** - performs basic computations and solves practical problems by applying appropriate mathematical techniques

Worker Qualities - Demonstrates the characteristics of an effective worker

- **self-management** - demonstrates punctuality, readiness to work, initiative and the capacity for life long learning and personal growth
- **team member** - contributes to group effort through cooperation and consensus
- **responsibility** - follows through consistently with honesty and integrity
- **flexibility** - shows versatility and the ability to change
- **leadership** - creates a direction/vision for others to follow, aligns management methods with vision and implements a system of accountability
- **works with diversity** - accepts differences and works well with individuals from a variety of backgrounds and/or with divergent philosophies or ideas

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Technology Skills - Demonstrates the ability to work with a variety of technologies and equipment

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- **demonstrates computer literacy** - uses key boarding skills, computer programs, and understands basic computer operations
- **selects technology** - chooses appropriate procedures, tools or equipment
- **applies technology** - understands overall intent and proper procedures for using selected technology and equipment
- **uses technical information** - interprets and uses data generated from a variety of technological devices

Note: Technology refers to any device, tool or piece of equipment that facilitates or supports efficient completion of work. Some examples include: machinery, computers, scientific equipment, fax machines, voice mail, overhead projectors, VCRs, cash registers, calculators, etc.