



*HLC Accreditation Evidence*

URL:

Title: Essential Skills Handbook

Office of Origin: Vice President of Instruction

Contact(s):

Dean of Workforce Training and Community  
Education

# *Essential Skills*

## **Self-Management Skills**

- Dependability & Reliability
- Planning & Organization
- Integrity
- Initiative
- Stress Management

## **Interpersonal Skills**

- Communication
- Adaptability
- Respect
- Teamwork
- Emotional Intelligence

## **Life Skills**

- Reading
- Writing
- Mathematics
- Science
- Critical Thinking
- Creativity

***BARTON***  
*COMMUNITY COLLEGE*

## **Professional Skills**

- Professionalism
- Workplace Fundamentals
- Problem Solving
- Decision Making
- Customer Service
- Technology

Employers seek employees with a combination of academic, technical, and essential skills. Higher education readily addresses the attainment of technical and educational skills through established educational programs; however, essential skills curriculum is sometimes missing or falls short of achieving the outcome demanded in the workforce.

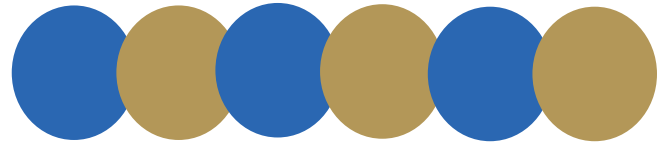
Barton Community College embraces the inclusion of essential skills training across all of its educational programs. Efforts are led by a college committee, implemented by faculty members, and monitored by advisory boards. The college included an essential skills curriculum in career and technical programs during the 2011-2012 school year, and has expanded the curriculum offering college wide during the 2020-21 school year. At the end of each academic year, program leaders report on use of skill discussions, projects, and activities in their classrooms and labs. These outcomes provide the feedback necessary to monitor the efficacy of the essential skills curriculum.

The college, in partnership with [www.NationalNetworking.org](http://www.NationalNetworking.org), author of "Common Employability Skills", have integrated the Network's findings into this guide which serves as support for the continued use of essential skills curriculum college wide. The purpose of the Essential Skills project is to raise student awareness and to facilitate learning that translates into workplace success.

Barton is on track, and in many ways, ahead of recognizing the significance of these skills. The Kansas Board of Regents acknowledges the importance of these skills in their "2020 Foresight" document, while the topic is addressed at many national conferences and training events. We owe it to our students to not only teach them classroom skills, but also to create an awareness of essential skills which fosters their understanding of the critical importance of these skills in the workplace.

Barton Community College Essential Skills Committee

# SELF-MANAGEMENT SKILLS



## **DEPENDABILITY & RELIABILITY:** Display responsible behaviors

- Fulfill obligations, accurately complete assignments and meet deadlines
- Comply with organization's rules, policies, and procedures
- Maintain regular and punctual attendance

## **PLANNING & ORGANIZATION:** Plan and prioritize work to manage time effectively and accomplish assigned tasks

- Plan and schedule tasks so work is completed on time
- Prioritize competing tasks
- Demonstrate effective allocation of time and resources
- Apply corrective action when projects go off track

## **INTEGRITY:** Treat others with honesty, fairness, and respect

- Demonstrate respect for organization's time and property
- Maintain confidentiality
- Demonstrate accountability
- Accept responsibility for one's decisions and actions

## **INITIATIVE:** Willingness to work and seek out new opportunities

- Pursue work with energy, drive, and effort to accomplish tasks
- Strive to exceed standards and expectations

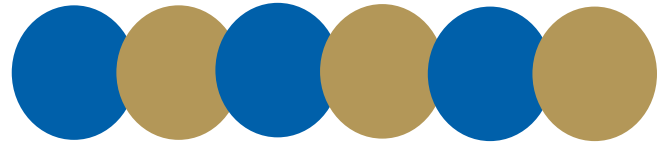
## **STRESS MANAGEMENT:** The ability to manage oneself during stressful situations

- Recognize personal stressors in life
- Utilize coping mechanisms and techniques to control responses to stressors

"It is not enough to have great qualities; we should also have the management of them."

- La Rouchefoucauld

# INTERPERSONAL SKILLS



## **COMMUNICATION:** Maintain open lines of communication with others

- Follow written and verbal directions
- Apply sensitivity and empathy; listen to and consider other's viewpoints
- Manage social media interactions in a professional manner
- Recognize and interpret the verbal and nonverbal behavior of others
- Write and speak in a clear, logical, organized, and coherent manner

## **ADAPTABILITY:** Display the capacity to adapt to new, different, or changing requirements

- Remain open to learning and considering new ways of doing things
- Actively seek out and embrace new approaches to work
- Effectively change plans, goals, actions, or priorities to address changing situations

## **RESPECT:** Work effectively everyone, demonstrating equity and inclusion

- Demonstrate sensitivity and respect for varying opinions, perspectives, and customs
- Be flexible and open-minded when dealing with others
- Appreciate diversity of approaches and ideas

## **TEAMWORK:** Ability to work effectively with others

- Interact professionally and respectfully with supervisors and co-workers
- Build and nurture productive working relationships
- Use appropriate strategies and solutions for dealing with conflict

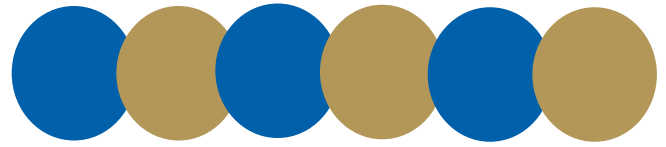
## **EMOTIONAL INTELLIGENCE:** Capacity to recognize emotions of self and others

- Express emotions in a productive manner
- Manage interpersonal relationships thoughtfully and empathetically

"Coming together is a beginning. Keeping together is progress. Working together is success."

- Henry Ford

# PROFESSIONAL SKILLS



## **PROFESSIONALISM:** Maintain a professional demeanor at work

- Exhibit self-control and composure in difficult situations
- Maintain professional appearance and hygiene
- Use professional language
- Maintain a positive attitude
- Take ownership of one's work

## **WORKPLACE FUNDAMENTALS:** Fundamental knowledge of the organization and the industry

- Understand the importance of one's role in the function of the organization
- Recognize the importance of maintaining privacy and confidentiality of information
- Understand the significance of maintaining a healthy and safe environment and report violations or discrepancies to appropriate personnel

## **PROBLEM SOLVING:** Demonstrate the ability to apply critical thinking skills to solve problems by generating, implementing, and evaluating solutions

- Identify and define the problem
- Choose, implement, and evaluate a solution

## **DECISION MAKING:** Apply critical thinking skills to solve problems

- Identify and prioritize key issues
- Involve people in decisions that may impact them
- Apply an intuitive mindset into the decision-making process and plan for the consequences of a decision

## **CUSTOMER SERVICE:** Actively look for ways to identify market demands and meet customer or client needs

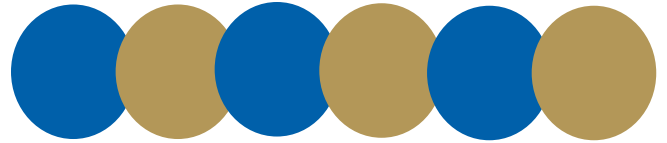
- Understand and anticipate customer needs
- Provide personalized service with prompt and efficient responses
- Be pleasant, courteous, and professional when dealing with internal and external customers or clients
- Evaluate customer or client satisfaction

## **TECHNOLOGY:** Select, use, and maintain tools and technology to facilitate work activity

- Identify, select, and use appropriate tools and technological solutions to frequently encountered problems and apply towards career
- Seek out opportunities to improve knowledge of tools and technologies

"Developing skills is as important as training. A larger effort is needed to create a skilled workforce with employment potential."

- Pallam Raju



## **READING:** Understand various forms of written text

- Read and comprehend documents ranging from simple and straightforward to more complex and detailed; attain meaning and comprehend core ideas from the material
- Combine written material with prior knowledge and apply to the task at hand.

## **WRITING:** Use standard English to clearly communicate thoughts, ideas and information in written form

- Prepare materials in a logical, organized, and understandable manner
- Use correct grammar, spelling, punctuation, and capitalization
- Write in tone appropriate for the target audience

## **MATHEMATICS:** Use mathematics to solve problems

- Know and understand math principles applicable to various situations
- Translate practical problems into useful mathematical expressions

## **SCIENCE:** Know scientific principles and apply methods to solve problems

- Understand scientific methods and language as applicable to various situations
- Utilize scientific principles to solve problems and complete tasks

## **CRITICAL THINKING:** Use logical thought processes to analyze and draw conclusions

- Critically review, analyze, synthesize, compare and interpret information
- Draw conclusions from observations and information
- Test possible solutions, analyze outcomes, and evaluate processes

## **CREATIVITY:** Promote innovative ideas and strategies

- Support the generation of ideas across the organization
- Utilize diversity and collaboration in teams to develop new approaches and/or solutions
- Assess fiscal outcomes and competitive edge throughout the decision making process

“Knowledge without application is like a book that is never read.”

- Christopher Crawford

# ESSENTIAL SKILLS COMMITTEE MEMBERS



**Janet Balk**  
balkj@bartonccc.edu  
(785) 784-6606, Ext. 762



**Victor Martin**  
martinv@bartonccc.edu  
(620) 792-9207



**Kathy Boeger**  
boegerk@bartonccc.edu  
(620) 792-9203



**Carol Murphy**  
murphyc@bartonccc.edu  
(620) 786-1170



**Deanna Heier**  
heierd@bartonccc.edu  
(620) 786-1118



**Lacy Swain**  
swainl@bartonccc.edu  
(620) 786-1152



**Lindsay Holmes**  
holmesl@bartonccc.edu  
(785) 238-8550 Ext. 743



**Kurtis Teal**  
tealk@bartonccc.edu  
(785) 784-6606, Ext. 710



**Brian Howe**  
howeb@bartonccc.edu  
(620) 792- 9254



**Karyl White**  
whitek@bartonccc.edu  
(620) 792-9347



**Stephanie Joiner**  
joiners@bartonccc.edu  
(620) 792-9238



**Susanne Yarmer**  
yarmers@bartonccc.edu  
(620) 793-5794, Ext. 560



**Dr. Kathy Kottas**  
kottask@bartonccc.edu  
(620) 786-1107



**Published: 1/2021**

**Non-Discrimination Notice:** Barton Community College adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. Barton Community College does not discriminate in its admissions practices [except as permitted by law], in its employment practices, or in its educational programs or activities on the basis of sex/gender, race, color, national origin, disability or any other protected classes enumerated in Policy 1132. Any person having inquiries concerning Barton County Community College's non-discrimination compliance policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504 and the implementing regulations, is directed to contact Barton's Title IX Coordinator, Cheryl Brown, Title IX Coordinator, 245 NE 30 Road, Great Bend, KS 67530, (620) 786-7441, [titleix@bartonccc.edu](mailto:titleix@bartonccc.edu) or [brownc@bartonccc.edu](mailto:brownc@bartonccc.edu). Visit [equal.bartonccc.edu](http://equal.bartonccc.edu) for more information.