The SkillsUSA career-ready student demonstrates and applies each of the Essential Elements.

**Personal Skills**

- **Communication**
  - Sending and receiving clear messages
- **Decision Making**
  - Using information and processes to problem-solve and make choices
- **Teamwork**
  - Taking ownership of one's work performance, behavior and actions
- **Leadership**
  - Influencing the hearts, minds and actions of others

**Workplace Skills**

- **Communication**
  - Sending and receiving clear messages
- **Decision Making**
  - Using information and processes to problem-solve and make choices
- **Teamwork**
  - Taking ownership of one's work performance, behavior and actions
- **Leadership**
  - Influencing the hearts, minds and actions of others

**Technical Skills**

- **Computer and Technology Literacy**
  - Using technology in effective, appropriate and innovative ways
- **Job-Specific Skills**
  - Identifying, developing and implementing unique knowledge and skills required by a specific job
- **Safety and Health**
  - Following workplace health, wellness, financial and safety guidelines
- **Service Orientation**
  - Meeting the needs of internal and external customers in respectful and effective ways
- **Professional Development**
  - Engaging intentionally in learning experiences that contribute positively to career path progression

**CAREER-READINESS SKILLS**

- **Integrity**
  - Doing the right thing in a reliable way
- **Work Ethic**
  - Being committed to punctuality, meeting deadlines and following established policies and procedures to get work done
- **Professionalism**
  - Balancing professionalism with workplace standards to display a positive image
- **Responsibility**
  - Taking ownership of one's work performance, behavior and actions
- **Adaptability/Flexibility**
  - Embracing change and fostering creativity; being resilient
- **Self-Motivation**
  - Exhibiting a passion for life and career
- **Multicultural Sensitivity and Awareness**
  - Respecting all people and cultures by fostering appropriate and respectful relationships and interactions
- **Planning, Organizing and Management**
  - Designing and implementing processes to complete projects and tasks at established standards of quality
- **Leadership**
  - Influencing the hearts, minds and actions of others
- **Communication**
  - Sending and receiving clear messages
- **Decision Making**
  - Using information and processes to problem-solve and make choices
- **Teamwork**
  - Taking ownership of one's work performance, behavior and actions
- **Leadership**
  - Influencing the hearts, minds and actions of others

For more information on SkillsUSA membership, call toll-free 844-875-4557 or visit www.skillsusa.org.