This is adapted from the Clayton State University's Career Services "Discovering Your Essential Skills" worksheet – please contact Career Services (Edgewater Hall- Suite 228 678-466-5400) for more details.

Discovering Your Essential Skills in PACE Projects

In many of our PACE course projects, you will have the opportunity to develop the following skills:

Analytical Skills	Analytical Thinking/ Quantitative Assessment	Decision Making	Ethical Reasoning and Judgement	Navigate Ambiguity	Problem Solving/ Critical Thinking
Creativity & Communication Skills	Creativity and Innovation	Influence/ Persuade	Interpersonal Skills	Listening Skills	Resourcefulness
	Multicultural Understanding	Professionalism	Verbal Communication	Written Communication	
Leadership & Teamwork Skills	Collaboration	Initiative	Discipline/Motivation	Teamwork	Flexibility/ Adaptability
Technical & Information Skills	Research	Information Technology Application	Plan/Organize/ Prioritize		

Why are these important?
As you prepare for life after Clayton State, employers and graduate programs will be seeking specific skills that set you apart from others. By highlighting the essential skills employers seek, we hope to enhance your awareness of the transferable skills you are building while pursuing your academic coursework.

Top Essential Skills to develop for success in your college career and beyond
This worksheet identifies important skills you will develop in academic and non-academic settings as a student at Clayton State University. Active participation in class and campus research opportunities, leadership positions, volunteering, internships, and part time jobs allow you to develop these much sought after skills. In fact, you probably already have some experiences in these skill areas; you just need to articulate them and provide examples of the ways you use them in applications and in interviews. Making sure you have all of these skills and demonstrating your mastery will help you become a competitive candidate for experiential opportunities as well as jobs and further academic study.

In particular, consider how the community engagement project in your PACE class will allow you to develop many of these skills.
On the next page, you will see further information on specific skills and questions to consider regarding your PACE Project. If needed, consult your PACE course instructor for additional information on how these skills may apply in your project.

In the space below, briefly describe your PACE course project:

Communication (Oral and Written)
Oral - You can verbally articulate your thoughts and ideas clearly and effectively with your colleagues and outside of your organization. You possess public speaking skills and the ability to verbally communicate new ideas to others.
Does your PACE Project involve a presentation to the community partner? Are you required to speak with community partner representatives to gather information on their needs?

Written - You can articulate your thoughts and ideas clearly and effectively in writing with your colleagues and outside of your organization. You are able to communicate new ideas to others by writing/ editing memos, letters, and complex technical reports.
Does your PACE Project involve producing written materials for the community partner? Are you communicating with the community partner via email?

Teamwork/Collaboration
You can build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. You are able to work within a team structure and can negotiate and manage conflicts.
Are you working with others in your class to complete the PACE Project? Are you working directly with community partner representatives to complete the project?

Critical Thinking
You demonstrate sound reasoning and analytical thinking skills. You can obtain, interpret, and use knowledge, facts, and data to analyze situations, make decisions, and solve workplace problems. You demonstrate originality and inventiveness in work.
What information sources are required for completing your PACE Project? How will you locate the needed information, ensure it is accurate, and present it as needed for your community partner?

Decision Making and Ethical Judgement
You demonstrate ethical decision- making skills. You act with integrity, critically examine your own values, and respect how different values might be applied to address complex and ambiguous problems.
What is the community issue or problem being addressed by your project? What community partner needs are being met by your project?

Quantitative/ Applied Technology
You demonstrate the ability to work with numbers. You can generate and manipulate data using technological tools. You stay current on changing technologies and their applications relevant to your field. You are able to apply computing skills to solve problems
How will you present information to your PACE Project's community partner? Will you be required to collect and present data? Will your Project require spreadsheets, graphical representations of data, web design, or presentations using PowerPoint or other comparable software?

Professionalism/Work Ethic
You consistently demonstrate personal accountability and effective work habits, e.g., punctuality, management of workload, understand the impact of non-verbal communication, able to learn from your mistakes and dress appropriately for the work environment.
How and when will you engage with the PACE Project community partner? How often will you visit the service site, and how will you interact with community partner representatives and others there? What are the dress and other requirements at the service site? Even if you do not personally interact with the community partner, will you meet deadlines and maintain open and appropriate communication with your PACE course instructor, fellow students, and PACE Project partner?

Skills: Self and Group Assessment

1. **Consider your PACE Course Project,** and ways you used your collaborative/ teamwork skills on the project. This should be an experience that left you with a feeling of accomplishment or satisfaction. Write about it. Information should include:
   a. What the project/ accomplishment was
   b. What you actually did
   c. What you enjoyed about this project

Description of the project:
(What was accomplished?) _____

_____

_____

How you did it:
(Skills you gained or enhanced) _____

_____

What you liked: _____

_____

_____

_____

2. Break into groups and share your accomplishments.
3. Help each other identify the skills you see that your groupmates demonstrated in their accomplishment.

If you want to gain more experience using these skills, consider the following options in addition to this PACE project:

On- Campus
- Academic Courses
- Activities and Clubs
- Leadership Positions
- Research Opportunities

Experiential Learning
- Service Learning including other PACE Courses
- Internships
- Practicum/Externship
- Work- Integrated Learning

Employment
- Full- Time
- Part- Time (on or off campus)
- Temporary