

NAME: _____

It's All in the Skills

DIRECTIONS:

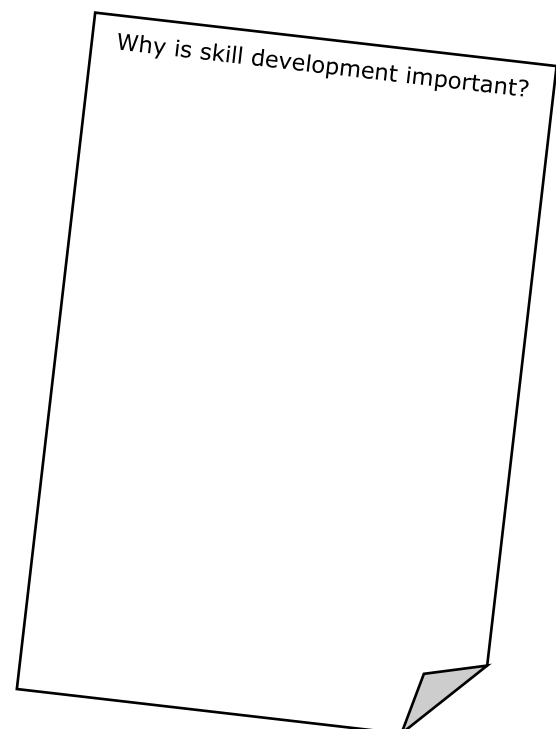
Reflect on the time you have spent on your SAE program or in your agriculture class. Complete the questions below utilizing the "FFA Resume Generator Skills" handout.

1. What skills have you developed through your SAE program or agriculture class, and how have you developed each of the skills? (Choose at least four but no more than six skills.)

SKILL	HOW I DEVELOPED IT

2. How will you utilize these skills in your future?

3. What skills would you like to develop or develop further? Why?



NAME: _____

FFA Resume Generator Skills

ACTION

Project planning-Experience in planning events or projects outside of classwork.

Identifying resources-Ability to know where you can gain help or assistance to complete desired results.

Detail Oriented- Visualizing the details of a task and improving them.

RELATIONSHIPS

Collaboration-Willingness to participate as a team player to produce or create something.

Conflict management- Ability to manage issues when they arise.

Active listening-Ability to concentrate, understand, respond and then remember what is communicated.

VISION

Persuasion- Ability to convince others to another viewpoint.

Innovation- Application of a new method, idea, or product.

Strategic thinking- Process that defines the manner in which people think about, assess, view, and create the future.

CHARACTER

Meeting deadlines- Ability to complete tasks on time.

Responsibility- Opportunity or ability to act independently and make decisions without approval.

Trustworthiness- Ability to be relied on as honest or truthful.

AWARENESS

Open-minded- Willing to consider new ideas even if you do not agree.

Safety-conscious- Being aware and implementing safety techniques.

Customer service- Knowledge-based assistance and advice provided to customers.

CONTINUOUS IMPROVEMENT

Goal-oriented- Visualizing future tasks that need completed to achieve the desired outcome.

Coachable- Ability to modify skills based on constructive feedback.

Learner- Learning new things to better yourself.

PHYSICAL GROWTH

Ability to lift over 50 lb.- Ability to physically lift 50 pounds in a healthy and safe manner.

Ability to stand for extended periods- Ability to physically stand for extended periods, keeping health and safety a priority.

Goal-oriented- Visualizing future tasks that need completed to achieve the desired outcome.

SOCIAL GROWTH

Social media networking- Networking via social media in a positive manner.

Fluent in foreign language- Ability to both speak and understand a language in addition to the primary language you use.

Etiquette awareness- Being aware of proper manners for an occasion.

PROFESSIONAL GROWTH

Microsoft Office Suite-Ability to use programs outlined in the Microsoft Office Suite (Word, Excel, Publisher, PowerPoint, OneNote, Access, Outlook).

Adobe Creative Suite- Ability to use programs outlined in the Adobe Creative Suite (Photoshop, Acrobat, Premiere Pro, After Effects, InDesign, and Illustrator).

Record keeping- Documenting activities, in ledgers, journals, or online files.

MENTAL GROWTH

Critical thinking- Objective evaluation of an issue in order to form a judgement.

Creative thinking- Method of looking at problems or situations from an innovative perspective.

Learner- Learning new things to better yourself.

EMOTIONAL GROWTH

Positive attitude- Having an optimistic outlook on a situation.

Self-reliant- Relies on one's own resources rather than others'.

Stress management- Ability to manage personal, emotional and physical stress in an effective and healthy manner.

SPIRITUAL GROWTH

Courteous in conversation- Polite, respectful, or considerate during discussions.

Values-oriented- Awareness of the moral and ethical reasoning for decisions.

Respectful of others' opinions- Ability to understand and cope with those who have different opinions.

COMMUNICATIONS

Public speaking- Ability to speak in front of a crowd.

Telephone service- Ability to effectively communicate verbally on a telephone.

Business and technical writing- Ability to write in a manner that effectively communicates with readers.

DECISION MAKING

Budgeting- Ability to analyze expected incomes and expenses and make sound decisions.

Data research- Utilizing fact-based information to make decisions.

Problem solving- Process of finding solutions to difficult or complex issues.

FLEXIBILITY & ADAPTABILITY

Adapting to new technology- Ability to learn unfamiliar technology.

Implementing new procedures- Ability of being open and flexible to new ways to do tasks.

Taking appropriate risks- Knowing when to take planned path to gain a reward.

TECHNICAL & FUNCTIONAL SKILLS IN AGRICULTURE

Machinery operations- Ability to safely and effectively operate machinery.

Crop/livestock management- Ability to safely and effectively manage all of the aspects of crop/livestock production.

Laboratory operations- Ability to safely and effectively manage skills within a laboratory setting