

<b>FOUNDATION SKILLS</b>		<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>
<b>Basic Skills:</b>						
	Reading					
	Writing					
	Arithmetic/Mathematics					
	Listening					
	Speaking					
<b>Thinking Skills:</b>						
	Creative Thinking					
	Decision Making					
	Problem Solving					
	Seeing Things in the Mind's Eye					
	Knowing How to Learn					
	Reasoning					
<b>Personal Qualities:</b>						
	Responsibility					
	Self-Esteem					
	Sociability					
	Self-Management					
	Integrity/Honesty					
<b>COMPETENCIES</b>						
<b>Resources:</b>						
	Time					
	Money					
	Material and Facilities					
	Human Resources					
<b>Interpersonal:</b>						
	Participates as a Member of a Team					
	Teaches Others New Skills					
	Serves Clients/Customers					
	Exercises Leadership					
	Negotiates					
	Works with Diversity					
<b>Information:</b>						
	Acquires and Evaluates Information					
	Organizes and Maintains Information					
	Interprets and Communicates Information					
	Uses Computers to Process Information					
<b>Systems:</b>						
	Understands Systems					
	Monitors and Corrects Performance					
	Improves or Designs Systems					
<b>Technology:</b>						
	Selects Technology					
	Applies Technology to Task					
	Maintains and Troubleshoots Equipment					