

---

## APPENDIX H

# SCANS Workplace Skills Standards

The FBLA-PBL competitive events program is designed to correlate with national recognized business curriculum standards. For instance, members participating in competitive events demonstrate their mastery of the Foundation Skills and Competencies outlined by the SCANS Workplace Skills Standards. These include:

### Foundation Skills

- Basic skills: reading, speaking, listening, and knowing arithmetic and mathematical concepts
- Thinking skills: reasoning, making decisions, thinking creatively, solving problems, seeing things in the mind's eye, and knowing how to learn
- Personal qualities: responsibility, self-esteem, sociability, self-management, integrity, and honesty

### Competencies

- Resources: identifying, organizing, planning, and allocating time, money, materials, and workers
- Interpersonal skills: negotiating, exercising leadership, working with diversity, teaching others new skills, serving clients and customers, and participating as a team member
- Information skills: using computers to process information and acquiring and evaluating, organizing and maintaining, and interpreting and communicating information
- Systems skills: understanding systems, monitoring, and correcting system performance, and improving and designing systems
- Technology utilization skills: selecting technology, applying technology to a task, and maintaining and troubleshooting technology