



SCANS Competencies Correlation Guide

Taken from *What Work Requires of Schools: A SCANS Report for America 2000*,
June 1991, U.S. Department of Labor.

SKILLS FOR ACTION (SFC): GRADES 9 – 12

Curriculum: (33 expandable sessions)

- Part 1: Building a School Community
- Part 2: Exploring Personal and Social Responsibility
- Part 3: Taking Action Through Service-Learning
- Part 4: Evaluating and Sharing Service Experiences

Skills Bank: (26 skills taught through multiple activities)

- Cultural Awareness Skills
- Interpersonal Communication
- Personal Management and Responsibility
- Study and Writing Skills

Supplemental Drug Prevention Unit: (15 sessions)

CORE SKILLS AND COMPETENCIES	Addressed within SFC Curriculum
Resources: Identifies, Organizes, Plans and Allocates Resources	
Time: Selects goal-relevant activities, ranks them, allocates time, prepares and follows schedules.	Curriculum Manual Part 3B: Sessions 2,5, 6, 7; Part 3C: Sessions 2, 6; Part 4: Session 1 Skills Bank Skill 18 Managing Time
Human Resources: Assesses skills and distributes work accordingly, evaluates performance and provides feedback.	Curriculum Manual Part 1: Session 5; Part 2: Session 8; Part 3B: Sessions 3, 6, 7; Part 3C: Session 6; Part 4: Session 3
Interpersonal: Works with Others	
Interpersonal: Works with others.	Curriculum Manual Part 1: Sessions 1, 4; Part 2: Session 4; Part 3B: Sessions 6, 7; Part 3C: Session 6; Part 4: Sessions 1, 4, 5 Skills Bank Skill 1 Exploring Our Cultural History, Skill 7 Giving and Receiving Feedback, Skill 9 Listening with Empathy, Skill 11 Resolving Conflicts.
Participates as Member of a Team: Contributes to group effort.	Curriculum Manual Part 1: Sessions 2, 3; Part 2: Session 4; Part 3B: Sessions 6, 7; Part 3C: Session 6; Part 4: Sessions 1, 4, 5



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	Skills Bank Skill 1 Exploring Our Cultural History, Skill 7 Giving and Receiving Feedback, Skill 9, Listening with Empathy
Teachers Others New Skills	Curriculum Manual Part 3B: Sessions 1, 3, 7; Part 3C: Sessions 1, 3, 6; Part 4: Session 4
Serves Clients/Customers: Works to satisfy customers' expectations.	Curriculum Manual Part 1: Session 4; Part 3B: Session 7; Part 3C: Session 6 Skills Bank Skill 1 Exploring Our Cultural Heritage
Exercises Leadership: Communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.	Curriculum Manual Part 1: Session 4; Part 2: Sessions 1, 5; Part 3B: Sessions 4, 6, 7; Part 3C: Session 6; Part 4: Session 6 Skills Bank Skill 25 Supporting an Opinion
Negotiates: Works toward agreements involving exchange of resources, resolves divergent interests.	Curriculum Manual Part 3B: Sessions 6, 7; Part 3C: Session 6 Skills Bank Skill 11 Resolves conflicts <i>For in-depth coverage of the Negotiates competency, see the supplemental thematic unit Exploring the Issues: Promoting Peace and Preventing Violence.</i>
Works with Diversity: Works well with women and men from diverse backgrounds.	Curriculum Manual Part 1: Session 4; Part 3B: Session 7; Part 3C: Session 6; Part 4: Session 1 Skills Bank Skill 1 Exploring Our Cultural Heritage, Skill 2 Recognizing Bias, Skill 3 Recognizing Ethnocentricity, Skill 4 Recognizing Stereotypes, Skill 5 Valuing Diversity
Information: Acquires and Uses Information	
Acquires and Evaluates Information	Curriculum Manual Part 1: Sessions 1, 2; Part 2: Sessions 1, 5; 3B: Session 7; Part 3C: Session 6 Skills Bank Skill 8 Interviewing, Skill 21 Asking Effective Questions, Skill 22 Evaluating Information, Skill 23 Exploring Research Sources
Organizes and Maintains Information	Curriculum Manual



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	Part 1: Session 5; Part 2: Sessions 1, 5; Part 3B: Session 7; Part 3C: Sessions 4, 6
Interprets and Communicates Information	Curriculum Manual Part 1: Session 5; Part 2: Sessions 1, 2, 8; Part 3B: Sessions 4, 7; Part 3C: Sessions 3, 6; Part 4: Session 5
Systems: Understands Complex Interrelationships	
Understands Systems: Knows how social, organizational, and technological systems work and operates effectively with them.	Curriculum Manual Part 1: Session 1; Part 3B: Session 7; Part 3C: Session 6
Monitors and Corrects Performance: Distinguishes trends, predicts impacts on system operations, diagnoses deviations in systems' performance and corrects malfunctions.	Curriculum Manual Part 1: Sessions 2, 5; Part 3B: Session 7; Part 3C: Session 6
Improves or Designs Systems: Suggests modifications to existing systems and develops new or alternative systems to improve performance.	Curriculum Manual Part 1: Session 2
Basic Skills: Reads, Writes, Performs Arithmetic and Mathematical Operations, Listens and Speaks	
Reading: Locates, understands and interprets written information in prose and in documents such as manuals, graphs, and schedules.	Curriculum Manual Part 1: Sessions 1, 2, 3, 4; Part 2: Sessions 1, 3, 4, 5; 6, 7; Part 3B: Sessions 1, 2, 3, 4, 5, 6, 7; Part 3C: Sessions 1, 2, 4; Part 4: Sessions 1, 2, 3, 5, 6
Writing: Communicates thoughts, ideas, information, and messages in writing; creates documents such as letters, directions, manuals, reports, graphs, and flow charts.	Curriculum Manual Part 1: Sessions 1, 2, 3, 4, 5; Part 2: Sessions 1, 2, 3, 4, 5, 6, 7; Part 3B: Sessions 1, 2, 3, 4, 5, 6; Part 3C: Sessions 1, 2, 3, 4; Part 4: Sessions 1, 2, 3, 4, 5, 6, 7 Skills Bank Skill 24 Preparing a Research Report, Skill 26 Writing for Various Purposes
Listening: Receives, attends to, interprets, and responds to verbal message and other cues.	Curriculum Manual All parts, All sessions Skills Bank Skill 7 Giving and Receiving Feedback, Skill 8 Interviewing, Skill 9 Listening with Empathy
Speaking: Organizes ideas and communicates orally.	Curriculum Manual All parts, All sessions Skills Bank



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	Skill 27 Giving and Receiving Feedback, Skill 8 Interviewing, Skill 9 Listening with Empathy
Thinking Skills: Thinks Creatively, Makes Decisions, Solves Problems, Visualizes, Knows How to Learn, and Reasons	
Creative Thinking: Generates new ideas.	Curriculum Manual Part 1: Sessions 2, 5; Part 2: Session 2; Part 3B: Sessions 1, 4, 6, 7; Part 3C: Sessions 1, 3, 6; Part 4: Sessions 2, 6
Decision Making: Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.	Curriculum Manual Part 1: Session 2; Part 2: Sessions 2, 5; 6; Part 3B: Sessions 2, 4, 6; Part 3C: Sessions 3, 4, 5; Part 4: Sessions 4 Skills Bank Skill 15 Making Decisions That Support Our Goals, Skill 19 Resisting Negative Peer Pressure, Skill 20 Setting and Reaching Personal Goals
Problem Solving: Recognizes problems and devises and implements plans of action.	Curriculum Manual Part 1: Sessions 3, 4; Part 2: Sessions 1, 6; Part 3B: Sessions 1, 6; Part 3C: Session 1 Skills Bank Skill 13 Dealing with Frustration and Disappointment, Skill 14 Identifying Cause and Effect, Skill 17 Managing Stress
Seeing Things in the Mind's Eye: Organizes and processes symbols, pictures, graphs, objects and other information.	Curriculum Manual Part 1: Session 4; Part 2: Sessions 2, 6; Part 3C: Session 4; Part 4: Session 4
Knowing How to Learn: Uses efficient learning techniques to acquire and apply new knowledge and skills.	Curriculum Manual Part 2: Sessions 2, 3; Part 3B: Sessions 6, 7; Part 3C: Sessions 2, 4, 6; Part 4: Session 1 Skills Bank Skill 6 Communicating Our Needs, Skill 8 Interviewing
Reasoning: Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.	Curriculum Manual Part 1: Sessions 4; 5; Part 2: Session 6; Part 3B: Sessions 1, 3; Part 3C: Sessions 1, 2 Skills Bank Skill 2 Recognizing Bias, Skill 14 Identifying Cause and Effect
Personal Qualities: Display Responsibility, Self-Esteem, Sociability, Self-Management, Integrity, and Honesty	
Responsibility: Exerts a high level of effort and perseveres towards goal attainment.	Curriculum Manual Part 1: Sessions 1, 2, 4; 5; Part 2: Sessions 1, 2, 3, 4,



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	5; 6, 7, 8; Part 3B: Sessions 2, 4; Part 4: Session 1 Skills Bank Skill 6 Communicating Our Needs, Skill 15 making Decisions That Support Our Goals, Skill 20 Setting and Reaching Personal Goals
Self-Esteem: Believes in own self-worth and maintains a positive view of self.	Curriculum Manual Part 1: Sessions 2, 4; 6, 7, 8; Part 2: Sessions 6, 8; Part 3B: Sessions 2, 4; Part 4: Session 1 Skills Bank Skill 1 Exploring Our Cultural History, Skill 12 Being Assertive, Skill 20 Setting and Reaching Personal Goals
Sociability: Demonstrates understanding, friendliness, adaptability, empathy and politeness in group settings.	Curriculum Manual Part 1: Sessions 2, 3; Part 2: Session 4; Part 3B: Sessions 3, 6; Part 3C: Session 4; Part 4: Session 7 Skills Bank Skill 1 Exploring Our Cultural History, Skill 2 Recognizing Bias, Skill 9 Listening With Empathy
Self-Management: Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.	Curriculum Manual Part 2: Session 7; Part 3B: Sessions 3, 5, 6; Part 3C: Sessions 2, 5; Skills Bank Skill 13 Dealing with Frustration and Disappointment, Skill 16 Managing Personal Anger, Skill 18 Managing Time, Skill 20 Setting and Reaching Personal Goals <i>For additional coverage of the Self-Management competency, see the supplemental thematic unit Exploring the Issues: Teens – Alcohol and Other Drugs.</i>
Integrity and Honesty: Chooses ethical courses of action.	Curriculum Manual Part 2: Sessions 5; 6; Part 3B: Sessions 4, 6; Part 3C: Sessions 2, 5; Part 4: Session 3 Skills Bank Skill 14 Identifying Cause and Effect, Skill 19 Resisting Negative Peer Pressure <i>For additional coverage of the Integrity and Honesty competency, see the supplemental thematic unit Exploring the Issues: Teens – Alcohol and Other Drugs.</i>