

# Surgical Procedures

## Academic and Workplace Skill Classifications and Definitions

Skill groups	Sub skills	Definitions
Basic skills	Reading	Comprehending written information and analyzing, summarizing, and applying what has been read to a specific task
	Writing	Communicating a thought, idea, or fact in written form in a clear, concise manner
	Arithmetic/mathematics	Performing basic computations, applying estimating and reasoning skills, and solving practical problems using a variety of mathematical techniques
	Science	Applying knowledge learned through study and practice that is based on scientific principles, methods, and techniques
	Listening	Receiving, interpreting, and responding to oral messages and other cues
	Speaking	Communicating a thought, idea, or fact verbally in a clear, concise manner
Thinking skills	Creative thinking	Using imagination to generate new ideas
	Decision making	Specifying goals and constraints, generating alternatives, considering risks, and evaluating and choosing the best alternative
	Problem solving	Recognizing and defining problems, devising and implementing a plan of action, and tracking and evaluating results
	Seeing things in the mind's eye	Mentally organizing and processing symbols, pictures, graphs, and other information
	Knowing how to learn	Using efficient learning techniques to acquire and apply new knowledge and skills
	Reasoning	Applying a rule or principle underlying the relationship between two or more objects when solving a problem
Personal management skills	Responsibility	Exerting a high level of effort towards goal attainment, working hard to become excellent at doing tasks by setting high standards, paying attention to details, and displaying a high level of concentration
	Self-esteem	Developing self-confidence and maintaining a positive self-image
	Career awareness, development, and mobility	Assessing self accurately, setting personal goals, establishing and implementing a plan, and monitoring progress
	Integrity/honesty	Choosing an ethical course of action when faced with making a decision that may break with personal or societal values and recognizing the impact of violating these beliefs and codes on an organization, self, and others
	Organizational effectiveness	Adapting to the organization's goals, values, culture, and traditional modes of operation
Interpersonal skills	Teamwork	Working cooperatively with others to reach a common goal
	Coaching	Helping others learn new skills

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Skill groups	Sub skills	Definitions
Interpersonal skills (continued)	Leadership	Communicating ideas to justify position; accepting responsibility for others; and encouraging, persuading, convincing, or otherwise motivating an individual or group
	Negotiation	Resolving conflict between two or more individuals through discussion and compromise
	Customer service	Working and communicating with customers to satisfy their expectations
	Cultural diversity	Working well with men and women and with a variety of ethnic, social, or educational backgrounds
Information	Acquisition and evaluation	Identifying need for data, obtaining it from existing sources or creating it, and evaluating its relevance and accuracy
	Organization and storage	Organizing, processing, and maintaining written or computerized records and other forms of information in a systematic way
	Interpretation	Selecting and analyzing information and communicating the results to others
	Processing	Using computers to acquire, organize, analyze, and communicate information
Systems	Interrelationships	Knowing how social, organizational, and technological systems work and operate effectively
	Monitoring	Distinguishing trends, predicting impact of actions on system operations, diagnosing deviations in systems' performance, and correcting malfunctions
	Modification and design	Making suggestions to modify existing systems to improve products or services, and developing new or alternative systems
Technology	Selection	Choosing procedures, tools, or equipment including computers and related technologies
	Application	Demonstrating proper procedures for setting up and operating equipment
	Maintenance and troubleshooting	Preventing, identifying, or solving problems with equipment, including computers and other technologies
Resources	Time	Selecting relevant, goal-related activities; ranking them in order of importance; allocating time; and understanding, preparing, and following schedules
	Money	Using or preparing budgets, making forecasts, keeping records, and making adjustments to meet objectives
	Material and facilities	Acquiring, storing, and using materials and space efficiently
	Human resources	Assessing skills and distributing work accordingly, evaluating performance and providing feedback