

THE ONLINE HANDOUT

Skills may be broken into these three categories:

- 1. _____
- 2. _____
- 3. _____

JOB DUTIES vs. SKILLS

Which Is Which?

<u>DUTIES</u>	<u>SKILLS</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Medication Monitoring
Time Management
Public Speaking
Problem Solving
Data Entry
Project Management
Proofread Documents
Accurate Recordkeeping

Supporting Staff
Scheduling
Microsoft Office
Customer Service
Budgeting
Communication
Inventory
Assisting Customers

Answered Multiline Phones
Sales Presentation
Critical Thinking
Electrical Installation
Training & Development
Process Deposits & Payments
Multitasking
Detail Oriented & Organized