

Core Abilities

Core Abilities, as defined by Moraine Park, are transferable skills, knowledge and/or attitudes essential to an individual's success regardless of occupation or community setting. All occupational programs and General Education courses integrate core abilities into their curriculum. Students develop these seven "core abilities" and are responsible for their application. Graduates have a greater chance of success, because employers prefer to hire and promote individuals who:

Communicate Clearly

- You plan and organize communications according to the purpose and audience
- You summarize in a brief and concise manner
- You provide support materials (i.e. facts, reasons, examples, details, statistics, anecdotes and quotes) to aid in understanding your ideas and information
- You participate in discussions and group work modeling active listening and feedback skills
- You demonstrate mastery of grammar, spelling, punctuation, capitalization, word usage and sentence structure
- You model professionalism and etiquette in all communications (letters, e-mail, voice mail, texting, etc.)

Act Responsibly

- You follow directions
- You follow safety procedures
- You meet standards for participation
- You meet deadlines
- You present a professional image in your work and your appearance
- You are accountable for your actions

Work Productively

- You stay on task
- You work independently, as needed, to complete work
- You ask for assistance when needed
- You set and attain goals
- You manage time effectively
- You prioritize work to meet deadlines
- You strive for continuous improvement in your work
- You use resources efficiently

Think Critically and Creatively

- You use active problem-solving techniques (Plan, Do, Check, Act)
- You are creative in exploring possible solutions
- You consider the human, interpersonal and factual dimensions of a problem
- You distinguish between fact and opinion
- You apply global perspective to decisions and actions

Adapt to Change

- You modify thoughts and actions as situations change
- You anticipate changes coming to, or affecting, the situation
- You approach change calmly and rationally
- You use positive behaviors to foster continual growth

Demonstrate Integrity

- You demonstrate pride in your work by striving for the highest possible quality
- You accept and provide feedback to further individual and group growth
- You credit others for their contributions and share credit for tasks requiring a team effort
- You demonstrate trustworthiness by being honest, dependable, confidential and reliable

Work Cooperatively

- You complete assigned tasks for team work
- You demonstrate collaborative strategies
- You exchange information, ideas, opinions, and solutions in a team/ group setting
- You respect others
- You encourage and offer assistance to team members

Critical Core Manufacturing Skills

Critical Core Manufacturing Skills, as defined by Moraine Park, are transferable skills, knowledge and/or attitudes essential to an individual's success regardless of occupation or community setting. All Manufacturing courses integrate these critical core manufacturing skills into their curriculum:

Work Cooperatively in Teams

- Work with others on a team to solve problems
- Identify your individual role as a team member
- Participate in group decision making
- Contribute to the successful completion of a group projects
- Apply strengths and opinions of others to assist in completing projects
- Participate in cross-program group projects requiring team participation

Work Productively

- Complete projects within a specified time frame
- Complete projects within the resource parameters allowed
- Prioritize goal related tasks on projects according to the project timeline
- Apply industry standards and practices to ensure quality work
- Work independently up to the required speed and quality levels
- Seek out opportunities to increase quality and or reduce time requirements for projects

Listen Effectively

- Listen so that specific and complicated directions are not misunderstood or misapplied
- Listen so that the message can be accurately interpreted

- Provide feedback while listening to demonstrate active receipt of a message
- Formulate a response to a message after actively listening
- Incorporate body language into the listening process that supports effective listening
- Listen to machines, equipment, and/or technology to determine if they are functioning properly or not

Demonstrate a Positive Attitude

- Project a positive influence to others by holding a positive attitude
- Maintain control of your attitude and do not abdicate control of it to others
- Accept constructive criticism in a positive manner
- React to negativity in a neutral tone
- Volunteer for tasks
- Be prepared for work responsibilities

Maintain a Safe Work Environment

- Identify unsafe conditions
- Carry out safety procedures
- Correct unsafe conditions
- Maintain an organized, clutter free work area
- Complete safety training
- Evaluate safety procedures for ways to improve them

Demonstrate Integrity

- Produce your own work
- Credit others for their contributions
- Demonstrate consistency in your actions to instill trust
- Demonstrate trustworthiness by being honest, dependable, and reliable
- Apply ethical standards of the industry to workplace conduct whether observed or unobserved
- Analyze the available data for a project or situation and take the initiative
- Demonstrate pride in your work by striving for the highest possible quality

Communicate Clearly

- Communicate using language appropriate for a business/industry setting that is free of slang
- Communicate verbally and in writing using terminology and grammar appropriate to the discipline
- Communicate in writing using grammar, spelling, format and technical terms according to established writing standards
- Be clear and concise when giving directions
- Present information in an organized format
- Develop a systematic approach to optimize the communication of group knowledge and resources

Follow Directions

- Evaluate directions in order to both: follow them exactly and uncover unknown problems
- Interpret a set of written instructions accurately

- Interpret a set of verbal instructions accurately
- Clarify instructions prior to producing a product to ensure the desired quality
- Apply step-by-step procedures to produce a product to the exact required specifications
- Complete a task independently based on clarified verbal and/or written instructions

Apply Problem Solving Strategies

- Devise strategies to enable completion of tasks with incomplete information and/or unavailable resources
- Analyze a process or procedure and break down into manageable individual tasks or steps
- Separate the symptoms from the causes of problems
- Identify “root causes” of a problem
- Utilize quality tools and techniques to arrive at possible solutions to problems
- Establish reasoned criteria in order to select the best potential solutions

Apply Mathematical Reasoning

- Identify the mathematical formula or theory that would apply to a specific manufacturing task
- Apply math skills to industry problems
- Apply math skills to quality tools
- Use measurement related math skills in dimensional drawings to arrive at exact specifications
- Use math skills in interpreting blueprints or dimensional drawings to reveal unprinted information

Think Critically

- Differentiate assumptions from reality
- Question assumptions
- Maintain an open mind approaching concepts and problems from different views and perspectives
- Use systematic logical thinking to analyze a process
- Propose alternate problem-solving methods for technical problems
- Make decisions independently

Adapt to Change

- Apply a change model and its methodology to a manufacturing change
- Cope with change using positive behaviors
- Adopt a personal philosophy incorporating lifelong learning as a means of maintaining adaptability
- Respond quickly to unexpected events
- Contribute to innovative approaches
- Think creatively