

## Global Professional Skills Charts

Developed by [Center Line High School](#) staff from the Health and Human Services Academy

### Communication

1. Appropriate use of physical communication skills - eye contact, handshake, physical space & body language.
2. Display courteous behaviors
3. Demonstrates active listening - clarifying questions
4. Engage in ping-pong conversations.
5. Ensure equal conversation participation.
6. Respectful language, even during difficult/challenging conversations.

### Collaboration (Teamwork)

1. Listens to others: eye contact, nod and paraphrase for understanding, body forward
2. Identify ways to share ideas/work with all group members:  
Divide tasks and have online updates for collaborative updates
3. Contributes towards the advancement of the group's work/conversations.
4. Ask for help and help others
5. Quality control feedback  
(students evaluating each other's contributions before publishing)
6. Team members support individual and group goals

### Problem Solving

1. Gathers and evaluates information using evidence from reliable sources.
2. Uses inquiry to conduct research, generate and respond to new and purposeful questions, and get expert opinions/feedback.
3. Considers alternative positions and counter arguments through evaluation of positions as supported by evidence.
4. Reflective of one's actions and thinking for changes, improvements, and/or validation.
5. Justify decision-making and/or problem-solving practices.

### Integrity

1. Follow through - do what you say you are going to do
2. Take ownership of mistakes
3. Following rules when others are not looking
4. Be truthful with yourselves and others
5. Make contributions that are significant and fair
6. Take initiative
7. Lead by positive example



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