

Ideas for Learning Goals

1. Analyze quantitative data, statistical data or human and social situations.
2. Appraise or evaluate programs, services or performance of individuals.
3. Arrange social functions, events or meetings between people.
4. Classify by sorting information into categories.
5. Compile statistical data, facts, or information.
6. Complete in-house training courses, correspondence studies or special projects assigned by supervisor.
7. Coordinate events involving groups of people, quantities of information, or events in time sequence.
8. Conduct special meeting and-or training sessions, etc.
9. Create new systems or processes.
10. Make decisions about use of money, resources, safety, etc.
11. Demonstrate the ability to perform certain job functions previously unknown.
12. Design new systems, forms, plans, processes and/or methods of operation.
13. Develop a working knowledge of various job process and/or duties and responsibilities.
14. Administer written tests or informational sessions.
15. Explain by justifying one's actions or making obscure ideas clear to others.
16. Find and research information from various sources or people that can be helpful.
17. Imagine new ways of dealing with old problems, theoretical relationships, artistic ideas or perspectives and present those ideas in measurable terms.
18. Implement new plans, procedures or ideas within the business organization.
19. Improve technical skills; e.g. typing, computer applications, equipment operation.
20. Increase level output, number of contracts, amount of sales, etc.
21. Initiate personal contacts or new ideas and ways of doing things.
22. Interpret other languages or meaning of statistical data.
23. Interview to obtain information, or to evaluate applicants to an organization.
24. Investigate by seeking the underlying causes of a problem.
25. Learn the techniques of operating new equipment, new procedures or methods.
26. Manage the work of other or the processing of information.
27. Memorize data, lists, etc. that may be necessary for the job.
28. Organize teams for certain tasks and gathering needed information and resources.
29. Persuade others to see your point of view.
30. Plan by generating support for ideas and/or using strategies to influence policy.
31. Research by collecting information from libraries, archives, people, etc.
32. Review by assessing the effects of a plan, program, or individual or group performance.
33. Revise present policies, procedures, or methods of operation.