

Monroe Community College

Life Skills Transcript

Overall Areas of Development

The Life Skills Transcript is designed to show student growth and development while attending Monroe Community College and participating in co-curricular learning experiences. The information that follows is a detailed explanation of the two columns of numbers that appear on the transcript under “Overall Areas of Development”.

- **The first column reflects the initial assessment of the student, completed by the student and advisor when the student first became involved in co-curricular learning experiences.**
- **The second column indicates the final assessment, also completed by the student and advisor.**

The rating scale and categories of student assessment are detailed below.

Skill Rating Scale:

- 5. Consistently and effectively uses these skills**
- 4. Uses these skills often and effectively**
- 3. Sometimes uses these skills**
- 2. Rarely uses these skills**
- 1. Does not use these skills effectively/has no experience**

Leadership Skills:

Leading Groups

Inspires trust and confidence with group members through developing a shared vision and delegates tasks to fit each person; models leadership and teamwork through shared authority when possible; is respected by the group.

Motivating Others

Inspires a desire to succeed in others by providing information, direction, feedback and recognition, and by empowering them to carry out their assigned task; follows up appropriately. Works with the group. Maintains a positive attitude.

Problem Solving

Clearly identifies and defines problems; facilitates the group to identify and evaluate possible solutions. Develops plans to implement solutions. Views problems as opportunities that can lead to the growth of the group.

Decision Making

Facilitates groups in the decision-making process; gathers and evaluates appropriate information and data; assesses the effectiveness of a decision and learns from it; makes decisions in a timely manner; can make a quick decision when necessary; makes decisions based on the best interest of the whole. Takes responsibility for decisions.

Initiative

Is a self-starter; continually seeks new and better ways of performing his/her job responsibilities; seeks additional responsibility.

Manages Time Effectively

Is able to establish priorities, can organize and complete tasks according to stated deadlines; is prompt and dependable in attendance.

Consensus Building

Is able to facilitate group members through the decision-making process in an open, collaborative manner; assists the group in working out conflict using compromise and active listening.

Organization

Plans and prioritizes tasks according to deadlines; keeps track of work that needs to be accomplished; is prepared for meetings and other responsibilities.

Communication Skills:**Oral**

Is able to speak effectively to inform and persuade; explains concepts accurately and concisely; is articulate.

Written

Is able to create grammatically correct, concise and clear written materials; writes persuasively; is able to edit and proofread.

Listening

Listens actively and with empathy; seeks to know and understand what the speaker is saying; rechecks for meaning when necessary.

Presentation

Can develop and communicate information to others in an organized and comprehensive manner utilizing written information and speeches; actively engages audience.

Management Skills:**Sets and Accomplishes Goals**

Sets realistic, specific, and measurable goals; works with team to assess effectiveness of goals and objectives; measures goal attainment on a regular basis with a defined instrument; revises goals and objectives when necessary.

Delegates Effectively

Plans tasks and assigns responsibility and authority to others appropriately; works with group strengths for effective delegation; follows up with members routinely.

Works Well as a Team Member

Collaborates with other members of the group; contributes time, talent, ideas and feedback; works to solve group problems; strives to meet group goals.

Follows Up on Tasks

Keeps track of tasks assigned to others and checks regularly to see how things are going; provides assistance when needed.

Evaluates Results

Routinely evaluates group performance, tasks, programs and activities; uses evaluation results for future planning.

Handles Simultaneous Tasks

Is able to balance responsibilities and work with each responsibility concurrently; completes simultaneous tasks in a timely and effective manner.

Remains Calm Under Pressure

Remains in control when faced with stressful situations; thinks before taking action; helps keep others calm; can think on his/her feet.

Creativity

Brings innovative thoughts, ideas and processes to the group; is able to think beyond the existing situation or process; able to merge abstract ideas in new ways.