

Process Skill A Competencies:

1. Define practical problems families and individuals face in everyday work and family life. (PS/A-1)
2. Identify the types of practical problems families and individuals frequently face. (PS/A-2)
3. Apply individual values and goals to decision-making. (PS/A-3)

Managing Work and Family Life Process Skills Scoring Guide

Steps to Mastery	Achieving (Mastered)	Growing (Requires Supervision)	Learning (Not Mastered)	Score
Identify Values	-Clearly identifies values. -Consistently applies values to decision-making. -Accepts that others may have differing values.	-Clearly identifies values. -Usually applies values to decision-making.	-Identifies values but does not apply them to decision-making.	
Consider Opinions of Others	-Lists several opinions and links them to values. -Analyzes each option in relation to resources. -Evaluates opinions based on the extent to which they rely on facts.	-Selects an alternative and justifies choice based on values. -Considers possible consequences of each option before making choice.	-Lists some possible opinions but does not link them to values.	
Select Alternatives	-Selects an alternative and justifies choice based on values. -Considers all consequences before making a choice. -Uses a decision-making matrix to evaluate decisions involving many alternatives.	-Selects an alternative and justifies choice based on values. -Considers possible consequences of each option before making choice.	-Selects an alternative, but cannot justify choice based on values.	
Evaluate Actions	-Explains whether the goal was met. -Reflects on how other options might have turned out. -Considers this decision for similar situations.	-Explains whether the goal was achieved. -Reflects on how other options might have turned out.	-Explains whether the outcome was appropriate.	

Score Guide: 3-Mastered; 2-Requires Supervision;
1-Not Mastered; N-No Exposure

Total Points: _____

Total Possible Points: _____

Process Skill B Competencies:

1. Identify characteristics of a respectful relationship. (PS/B-1)
2. Demonstrate effective communication skills. (PS/B-2)
3. Examine the consequences of actions for self and others. (PS/B-3)
4. Apply conflict resolution techniques when needed for consensus. (PS/B-4)

Building a Respectful Relationship Process Skills Scoring Guide

Steps to Mastery	Achieving (Mastered)	Growing (Requires Supervision)	Learning (Not Mastered)	Score
Use Active Listening Skills	-Listens carefully; makes eye contact; provides feedback. -Asks questions to clarify meaning. -Summarizes the content of the speaker's message for understanding.	-Listens carefully without interrupting. -Makes eye contact; provides good nonverbal feedback.	-Listens carefully without interrupting.	
Express Concern for Others	-Empathizes with those who have different ideas. -Accepts individual differences. -Expresses feelings and thoughts with words and actions.	-Empathizes with those who have different feelings, knowledge and abilities. - Accepts individual differences, though lacks concern.	- Displays limited tolerance for those who have different feelings, knowledge, and abilities.	
Participate in Respectful Relationships	-Thoughts and ideas are clearly presented. -Assists others in clarifying meaning. -Reaches out to others who are hesitant to share ideas and assists them in organizing their thoughts.	-Shares thoughts fully and ideas are clearly presented. -Assists others in clarifying meaning to increase understanding.	-Speaks words clearly, but thoughts may be disorganized or incomplete.	
Explore Meaning and Shared Goals	-Clarifies expectations before making choices. -Works to identify common goals. -Compromises with consideration for others.	-Questions and clarifies meaning or expectations before reviewing possible alternatives. -Works to identify common goals.	-Prefers clear, concrete direction with little or no discussion of alternatives.	

Score Guide: 3-Mastered; 2-Requires Supervision;
1-Not Mastered; N-No Exposure

Total Points: _____

Total Possible Points: _____

Process Skill C Competencies:

1. Demonstrate practical problem-solving skills. (PS/C-1)
2. Evaluate consequences of possible solutions for self and others. (PS/C-2)
3. Compare and contrast practical problem-solving techniques to other problem-solving strategies. (PS/C-3)

Solving Practical Problems Process Skills Scoring Guide

Steps to Mastery	Achieving (Mastered)	Growing (Requires Supervision)	Learning (Not Mastered)	Score
Identify the Problem	-Identifies the problem to be solved. -Considers self and others in the desired solution. -Identifies complications that must be resolved.	-Identifies the problem to be solved. -Considers self and others in the desired solution.	-Identifies the problem to be solved.	
Examine the Facts and Information	-Consults several resources, and evaluates the credibility of each. -Selects resources that provide factual and/or value information. -Seeks enough resources to provide a balance of information.	-Consults several resources and evaluates the credibility of each. -Selects resources that provide factual and/or value information.	-Consults several resources, but does not evaluate reliability.	
Consider the Consequences of Options for Self and Others	-Considers several options including the consequences for self and others. -Analyzes each option's ability to resolve the issue. -Weighs each option against the consequences.	-Considers two or more options and identifies consequences for self. -Analyzes each option's ability to resolve the issue.	-Considers only one or two options with no regard for the possible consequences.	
Implement a Plan of Action	-Selects one option and explains how the choice will achieve the desired outcome. -Considers ethical and logistical issues. -Evaluates results and actions.	-Selects one option and explains how the choice will achieve the desired outcome. -Considers ethical and logistical issues.	-Selects one option with no consideration of actions needed to implement choice.	

Score Guide: 3-Mastered; 2-Requires Supervision;
1-Not Mastered; N-No Exposure

Total Points: _____

Total Possible Points: _____

Process Skill D Competencies:

1. Define the roles of a responsible family member and citizen. (PS/D-1)
2. Demonstrate positive leadership skills. (PS/D-2)
3. Compare and contrast the duties of a responsible family member and citizen. (PS/D-3)

Assuming a Leadership Role Process Skills Scoring Guide

Steps to Mastery	Achieving (Mastered)	Growing (Requires Supervision)	Learning (Not Mastered)	Score
Select Planning Goals	-Involves others in the group in establishing a goal. -Encourages others to accept the goal. -Uses the goal to set a plan of action for self and group.	-Involves others in the group in establishing a goal. -Encourages others to accept the goal.	-Determines goal for the group.	
Build Consensus	-Empathizes with other group members. -Actively seeks input from others. -Considers perspectives of others and involves the group in plan of action.	-Empathizes with other group members. -Actively seeks input from others.	-Listens to input given by members.	
Recommend Methods for Achieving Goals	-Guides the group in work to achieve goal. -Encourage cooperation among group members. -Motivates members to participate in working toward goal.	-Motivates some group members to work toward goal. -Attempts to encourage cooperation among group members.	-Independently works to achieve goals.	
Apply Leadership Goals	-Applies all leadership styles, but has trouble matching the strategy to the situation. -Accepts responsibility for success and failure, while encouraging participation. -Serves as a leader role member for other members.	-Applies all leadership styles, but has trouble matching the strategy to the situation. -Accepts responsibility for success and failure, while encouraging participation.	-Applies one or two leadership styles consistently.	

Score Guide: 3-Mastered; 2-Requires Supervision;
1-Not Mastered; N-No Exposure

Total Points: _____

Total Possible Points: _____