



Skill Library

August 2023



GENERAL SKILLS

1	Address an envelope	41	Making travel arrangements
2	Ask a service person for help	42	Move heavy objects
3	Car wash	43	New Years resolutions
4	Carrying money and valuables	44	Number of days in each month
5	Cleaning trash cans	45	Opening child proof containers
6	Conflict resolution	46	Practice a legal signature
7	De-ice a car	47	Pumping gas
8	Dealing with peer pressure	48	Put on a Christmas play
9	Dealing with a bully	49	Read an analogue clock
10	Doing tasks with urgency	50	Receive criticism
11	Dont Lie, seriously dont do it	51	Recycling
12	Drive a manual car	52	Reflective listening
13	Elevators and escalators	53	Reset clocks for the time change
14	Feed and water pets	54	Roman numerals
15	Finding the restroom	55	Safely crossing the street
16	Getting to know you	56	Serving your community
17	Giving 110 Percent	57	Skype and Facetime
18	Giving Directions	58	Speaking in front of a crowd
19	Government	59	Splitting wood
20	How to make an herbal oil	60	Stand up for what you believe
21	How to back up a trailer	61	Staying at home alone
22	How to get your car unstuck	62	Support a politician
23	How to keep a secret	63	Survival Spanish
24	How to read and write cursive	64	Take a message
25	How to research without a computer	65	Take no for an answer with a good attitude
26	How to succeed at everything	66	Telling time using the 24 hour clock
27	How to use a dictionary	67	Telling time with a digital clock
28	How to write an essay	68	The Constitution
29	Independently notices others needs	69	Tie your shoe laces
30	Interview Conduct	70	Touch typing
31	Job application	71	Understanding family trees
32	Know your phone number	72	Use public transport on your own
33	Know your address	73	Use a phone directory and yellow pages
34	Learn the pledge of allegiance	74	Using chopsticks
35	Learn the months of the year	75	Using a map
36	Learning the days of the week	76	Using a thesaurus
37	Let's write our name	77	Using a physical Encyclopedia
38	Local government	78	What to do with boredom
39	Making notes as a person speaks	79	Willingly trying new foods
40	Making store purchases alone	80	Write a resume



HOUSEKEEPING SKILLS

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|----|---------------------------------------|----|----------------------------------------|
| 1 | After bath clean up | 22 | Help gather laundry |
| 2 | Bathe an animal | 23 | Household cleaners and their uses |
| 3 | Changing your bed sheets | 24 | How to iron a shirt |
| 4 | Clean bathroom sink, toilet, and tub. | 25 | Make your bed |
| 5 | Clean out the attic or the basement | 26 | Mop the floor |
| 6 | Clean stove and oven | 27 | Packing boxes for storage |
| 7 | Clean your room | 28 | Packing up christmas |
| 8 | Cleaning furniture | 29 | Prepare clothes for washing |
| 9 | Cleaning mirrors | 30 | Purging (decluttering) |
| 10 | Cleaning out the fridge | 31 | Re-arrange the furniture |
| 11 | Cleaning up afterwards | 32 | Sorting clothes |
| 12 | Cleaning up drawers and closet | 33 | Stain removal |
| 13 | Cleaning windows | 34 | Sweeping |
| 14 | Creepy crawly patrol | 35 | Turning off lights |
| 15 | Declutter | 36 | Unclog a toilet |
| 16 | Decorate your home | 37 | Unwanted house pests |
| 17 | Dusting the house | 38 | Use the vacuum cleaner |
| 18 | Empty the trash can | 39 | Using the bathroom before leaving home |
| 19 | Folding clothes neatly | 40 | Wash and dry clothes |
| 20 | Garbage disposal | 41 | Washing dishes by hand |
| 21 | Hanging clothes properly | 42 | Wiping down the kitchen counters |

ORGANIZATION SKILLS

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|----|---------------------------------------|----|------------------------------------|
| 1 | Alphabetical organization | 13 | Organize a yard sale |
| 2 | Counting using tallies | 14 | Pack and stack groceries |
| 3 | Create a portfolio | 15 | Packing and shipping boxes |
| 4 | Gathering the mail | 16 | Packing luggage for a trip |
| 5 | Grocery list making | 17 | Pros and cons |
| 6 | How to file | 18 | Punctuality |
| 7 | How to follow directions | 19 | Set an alarm clock |
| 8 | How to organize a desk | 20 | Simplify complex tasks |
| 9 | Keeping track of assignments | 21 | Staying organized using a calendar |
| 10 | Make your own appointments | 22 | Time management |
| 11 | Organize a master sheet for your life | 23 | Toy storage |
| 12 | Organize a picnic | | |



GARDENING SKILLS

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|----|-------------------------------|----|---------------------------------|
| 1 | Build a bonfire | 13 | Identify garden pests |
| 2 | Build a raised garden | 14 | Make a bird feeder |
| 3 | Build a vegetable plot | 15 | Mowing a lawn |
| 4 | Check nutrient level of soil | 16 | Plant and grow a vegetable |
| 5 | Create a flower bed | 17 | Prepare a flower bed for summer |
| 6 | Create an outdoor living area | 18 | Pulling those pesky weeds |
| 7 | Fall yard cleanup | 19 | Raking leaves |
| 8 | Frying an egg | 20 | Shoveling snow |
| 9 | Grow a sunflower | 21 | Trim the hedges |
| 10 | Growing seeds in a bag | 22 | Water the garden |
| 11 | Growing tomatoes | 23 | Weed eat |
| 12 | Hanging a bird feeder | | |

OUTDOORS SKILLS

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|----|-------------------------------------|----|--------------------------------------|
| 1 | Build a raft | 13 | How to sharpen a knife |
| 2 | Build a sled | 14 | How to tell north, without a compass |
| 3 | Build a survival shelter | 15 | How to use sunscreen |
| 4 | Camp out in a tent | 16 | Identify stars |
| 5 | Cook over an open fire | 17 | Identifying common birds |
| 6 | Finding drinkable water in the wild | 18 | Knot tying |
| 7 | Finding geocaches | 19 | Know how to handle a pocket knife |
| 8 | Hiking safety | 20 | Lighting a fire in the wilderness |
| 9 | How to avoid hypothermia | 21 | Opening a can without a can opener |
| 10 | How to clean a fish | 22 | Packing a backpack for the trail |
| 11 | How to identify venomous snakes | 23 | Understand basics of camera use |
| 12 | How to read a compass and map | 24 | Using a hatchet |

CHILDCARE SKILLS

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|---|-------------------------------------------|---|---------------------------------------------|
| 1 | Baby safety | 6 | Feed a baby a bottle |
| 2 | Bathing a baby | 7 | Heat a baby bottle |
| 3 | Change a diaper | 8 | Holding a baby |
| 4 | Discipline without using extreme measures | 9 | Selecting age appropriate toys for children |
| 5 | Entertain a baby | | |



FINANCIAL SKILLS

1	Calculate interest	13	Paying taxes, how and when
2	Creating a home budget	14	Preserve water & other resources
3	Deciphering value at the store	15	Raising money for a good cause
4	Handling money and giving change	16	Receive a small allowance
5	How to avoid debt or get out of debt	17	Save towards a long-term purchase
6	How to build credit	18	Spending and saving
7	How to split a check amongst friends	19	The checkbook
8	How to spot counterfeit bills	20	The wonderful world of coupons
9	Identifying coins	21	Tipping - how much and when
10	Investment	22	Understand your social security number
11	Making a major purchase	23	Understanding credit cards and debit cards
12	Negotiation	24	Using an ATM

MANNERS & ETIQUETTE

1	Acting like a lady or a gentleman	15	Just sit quietly
2	Address a person with respect	16	Knock before entering
3	Answering the phone	17	Not interrupting when others are talking
4	Apologizing properly	18	Opening a door for a lady
5	Befriending people outside your comfort zone	19	Please and thank you
6	Being an escort, or being escorted	20	Polite refusal
7	Etiquette and hygiene in public restrooms	21	Rising when a person enters the room
8	Eye contact	22	Say no to inappropriate offers
9	Gift giving	23	Show respect for your elders
10	Giving a good handshake	24	Showing sympathy to others
11	Giving a toast	25	Using manners to ask for something
12	Greeting a person for the first time.	26	When is it TMI
13	How to react to people with special needs	27	Winning and losing with grace
14	How to set a table	28	Write a thank you note

TECHNOLOGY SKILLS

1	Back-up and data protection	8	How to update and load computer software
2	Basic computer use	9	How to use email safely
3	Clean that dirty computer	10	Set up a printer
4	Coming to grips with a word processor	11	Setting up an hdtv
5	Computer security	12	Understanding and using urls
6	Downloading and installing software - safely	13	Using a computer spreadsheet
7	How to clean a laggy computer		



HEALTH & SAFETY SKILLS

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|----|----------------------------------------------|----|-----------------------------------|
| 1 | A healthy amount of sleep | 17 | Life saving and first response |
| 2 | A house fire | 18 | Minor cuts, burns and splinters |
| 3 | Apply a band aid | 19 | Nose bleeds |
| 4 | Bandage a wound | 20 | Paddle a canoe, and rowing a boat |
| 5 | Changing the battery in a smoke detector | 21 | Prepare for severe weather |
| 6 | Choose a nutritious snack | 22 | Preparing for weather |
| 7 | Coughs and sneezes | 23 | Read a medicine label |
| 8 | CPR training | 24 | Securing the home |
| 9 | Earrings: staying healthy and looking good | 25 | Signs of dehydration |
| 10 | Fire extinguishers | 26 | Splint a finger |
| 11 | Fire safety | 27 | Stranger danger |
| 12 | Going to bed at an appropriate time | 28 | Surviving without electricity |
| 13 | Home emergency disaster plan | 29 | Take your own temperature |
| 14 | How to make a 911 call | 30 | Tick removal |
| 15 | Know how to use the items in a first aid kit | 31 | Use herbal remedies |
| 16 | Know when to call 911 | 32 | What to do if the power goes out! |

HYGIENE SKILLS

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|---|-----------------|---|----------------------------|
| 1 | Bathe alone | 5 | Let's get that hair washed |
| 2 | Clean your ears | 6 | Trimming those nails |
| 3 | Daily hygiene | 7 | Washing hands |
| 4 | Dental hygiene | | |

DRESSING SKILLS

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|---|----------------------------------------|---|-----------------------------------------|
| 1 | Buy clothes to a budget | 5 | Polish shoes |
| 2 | Choosing clothes that compliment | 6 | Preparing your clothes the night before |
| 3 | Dressing appropriately for the weather | 7 | Simple hair styles |
| 4 | How to tie a bow tie | 8 | Tie a tie |



COOKING SKILLS

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|----|--------------------------------------|----|-----------------------------------------|
| 1 | Bake a cake using a cake mix | 26 | Make juice from a can of mix |
| 2 | Bake a pie from scratch | 27 | Make smores over an open fire |
| 3 | Boiling an egg | 28 | Making a gingerbread house |
| 4 | Boiling water | 29 | Making cookies from scratch |
| 5 | Cake decorating | 30 | Making oatmeal |
| 6 | Cook canned soup | 31 | Making pizza |
| 7 | Cooking a turkey | 32 | Making tea |
| 8 | Cooking with a skillet or frying pan | 33 | Making toast |
| 9 | Cooking without a recipe | 34 | Microwave cooking |
| 10 | Follow a simple recipe | 35 | Organize a neighborhood cookie exchange |
| 11 | Food groups and good nutrition | 36 | Pack your own sack lunch |
| 12 | Food preservation: canning | 37 | Pantry challenge |
| 13 | Healthy foods = healthy meals | 38 | Peeling veggies |
| 14 | Holiday meal planning | 39 | Plan a balanced meal |
| 15 | Hot dogs | 40 | Plan a menu |
| 16 | How to read expiration dates | 41 | Plan and make Christmas breakfast |
| 17 | How to use an outdoor grill | 42 | Preparing a hot beverage |
| 18 | Mac and cheese | 43 | Recognize spoiled foods |
| 19 | Make a breakfast omelet | 44 | Slicing an apple |
| 20 | Make a favorite dessert | 45 | Spaghetti night |
| 21 | Make a healthy smoothie | 46 | Storing those leftovers |
| 22 | Make a salad | 47 | Test an egg for freshness |
| 23 | Make a sandwich | 48 | Understanding cooking measurements |
| 24 | Make a specialty meal | 49 | Using an oven |
| 25 | Make cookies with cookie dough | | |

CRAFTS SKILLS

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|---|---------------------------|----|-------------------------------------|
| 1 | Build a gift basket | 10 | Make an advent calendar |
| 2 | Build a kite | 11 | Making gift bags |
| 3 | Building paper airplanes | 12 | Making ornaments |
| 4 | Calligraphy | 13 | Neatly cutting with scissors |
| 5 | Darning a sock | 14 | Tie a decorative bow onto a package |
| 6 | Folding and tearing paper | 15 | Using a pair of compasses |
| 7 | Holiday decorating | 16 | Wrapping a gift |
| 8 | How to make a candle | 17 | Write a greeting card poem |
| 9 | How to sew on a button | | |



MAINTENANCE & CAR SKILLS

1	Adjust a bike chain	27	How to store an electrical cable
2	Attaching hardware to a wall	28	Inches and millimeters
3	Bike maintenance	29	Inflating car tires
4	Build a piece of furniture	30	Interior painting
5	Caulking	31	Jumpstart a car
6	Change a car battery	32	Mr (or miss) fixit
7	Changing a fuse	33	Oil a squeaky hinge
8	Changing a propane tank	34	Painting
9	Changing air filters	35	Replace a door knob
10	Changing brake pads like a pro	36	Replacing light bulbs
11	Charging a battery	37	Replacing wiper blades
12	Check a car's fluids	38	Sawing
13	Check engine oil levels	39	Stop a toilet from running
14	Check tires	40	The builder's level
15	Clean the gutters	41	Turn water off at the mains
16	Controlling a skid	42	Two cycle fuel mixing
17	Detail a car	43	Unclog a sink
18	Finding a stud	44	Understanding and using different wrenches
19	Fixing a puncture	45	Use a hack saw
20	Hammer time...bubble wrap	46	Use a pair of pliers
21	Hammering nails	47	Use a socket wrench set
22	Hanging pictures	48	Using a drill to drill-drive screws
23	How to change a flat tire	49	Using a screw driver
24	How to replace a blown headlight bulb	50	Using a torque wrench
25	How to safely climb a ladder	51	Using sandpaper
26	How to solder wire		



WATER SKILLS

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|---|-----------------------------|----|-----------------------------|
| 1 | Water the garden | 7 | Jump into a pool |
| 2 | Diving in a pool | 8 | Learn the front crawl |
| 3 | Doggy paddle | 9 | Retrieving a submerged item |
| 4 | Floating in water | 10 | Treading water |
| 5 | Floating with floaties | 11 | Using a floating kick board |
| 6 | Hold your breath underwater | | |

RECREATION SKILLS

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|----|-----------------------------|----|-----------------------------|
| 1 | Bowling without bumper-bars | 15 | Play chess |
| 2 | Build a snowman | 16 | Play horseshoes |
| 3 | Build a tire swing | 17 | Play tic tac toe |
| 4 | Catching a baseball | 18 | Proper sit-ups and push-ups |
| 5 | Create an exercise regimen | 19 | Riding a scooter |
| 6 | Going fishing | 20 | Rock paper scissors |
| 7 | Golf | 21 | Roller skating |
| 8 | How to play checkers | 22 | Shuffling cards |
| 9 | How to shoot a basket | 23 | Skipping a rock |
| 10 | How to throw a football | 24 | Table tennis |
| 11 | Ice skating | 25 | Use a jump rope |
| 12 | Kicking a soccer ball | 26 | Using a hoola-hoop |
| 13 | Learn to skateboard | 27 | Volleyball |
| 14 | Learning to ride a bike | | |

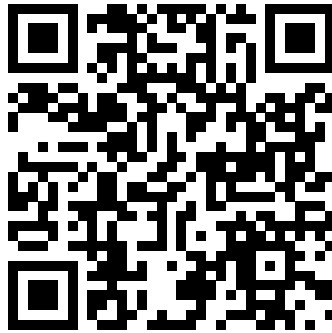


WHAT IS SKILLTREK?

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