

ASSESSING PERFORMANCE AND IMPLEMENTING IMPROVEMENTS**Course 8200330: Computers and Business Skills****Benchmark: 05.01**

Assess personal, peer, and group performance and identify and implement strategies for improvement (e.g., organizational skills, note taking/outlining, advance organizers, reasoning skills, problem-solving and decision-making skills).

Organizational Skills and Advance Organizers

http://www.d.umn.edu/kmc/student/loon/acad/strat/ss_notetaking.html

The Student Handbook of the University of Minnesota Duluth discusses organization and listening skills. A “Study Skills Annotated Bibliography” lists 5 helpful books about study skills. (The books focus on college study skills, but certainly provide helpful information on study skills in general.)

<http://www.prenhall.com/success/StudySk1/index.html>

Prentice Hall’s Student Success website includes a link to the LASSI Study Skill Assessment (“LASSI” stands for Learning and Study

<http://www.willamette.edu/cla/ler/organization.htm>

The Willamette University (Salem, OR) provides an assessment of organizational skills titled “Organizational Skills to Save Your Semester.” It makes the point that it’s never too late to start managing your time and getting organized.

Note-Taking/Outlining Skills

(See also: Benchmark Number 02.05, “Note-Taking”)

<http://www.arc.sbc.edu/notes.html>

The Academic Resource Center Sweet Briar College (Sweet Briar, VA) assists students in evaluating their note-taking system. The site then provides an abundance of note-taking assistance.

Reasoning & Decision Making Skills

http://en.wikipedia.org/wiki/Decision_making

Wikipedia offers very good coverage of decision making. It includes a discussion of group decision making.

http://cals-cf.calsnet.arizona.edu/fcs/content.cfm?content=decision_making

This site developed by the National 4-H Council and the University of Arizona (Tucson, AZ) provides a wealth of research data and an abundance of references. It is oriented to teachers and adults, but discusses the development of reasoning and decision-making skills in teens.

http://www.mindtools.com/pages/main/newMN_TED.htm

This excellent commercial site for MindTools Ltd. (London, UK) provides a very comprehensive discussion of decision making, with eight decision making techniques. Although the site has a career focus, higher level students may find the very specific techniques useful.

Problem Solving Skills

http://en.wikipedia.org/wiki/Problem_solving

Wikipedia offers very good coverage of problem solving. It includes 17 problem solving techniques and discussion of the characteristics of difficult problems.

<http://www.une.edu.au/psychology/staff/malouff/problem.htm>

John Malouff, Lecturer at the University of New England School of Psychology (Armidale, Australia) has created “Fifty Problem Solving Strategies Explained.” This exhaustive discussion of problem solving strategies will be useful in confronting almost any problem.

http://www.mindtools.com/pages/main/newMN_TED.htm

This excellent commercial site for MindTools Ltd. (London, UK) provides a very comprehensive discussion of problem solving, with eleven problem solving techniques. Although the site has a career focus, higher level students may find the very specific techniques useful.