



Skill Library

January 2025



GENERAL SKILLS

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|----|------------------------------------|----|--|
| 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 | Don't Lie, seriously don't 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

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

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 | | |

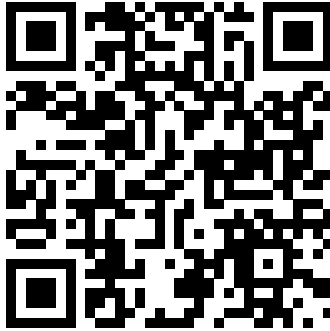


WHAT IS SKILLTREK?

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