

Instruction: Put a check mark if you believe you have done or can do the skills listed below.

Communicate and Collaborate

(Oral Communication, Writing, Working with Others)

	Speak clearly and directly, using language appropriate to the workplace
	Convey information in ways that can be understood by others
	Monitor to ensure others understand, making adjustments as necessary
	Display appropriate body language and appropriately interpret the body language of others
	Pay attention to and correctly interpret the meaning of another speaker's message
	Use strategies such as questioning, paraphrasing and summarizing to clarify and confirm understanding of a message
	Apply strategies for keeping conversations moving forward in a positive and results-oriented way
	Communicate a clear and direct message in writing that is appropriate to the context and situation
	Use language, style and structure appropriate to purpose and audience
	Use correct spelling, grammar and punctuation
	Apply teamwork skills to a variety of situations as appropriate
	Follow through on commitments
	Interact with others in a way that is considerate, respectful of the roles of others and contributes to positive and productive outcomes
	Act in a way that demonstrates an openness to the ideas, opinions and contributions of others
	Address inter-personal conflict positively and appropriately

Apply Thinking Skills

(Job Task Planning and Organizing, Critical Thinking, Problem Solving, Decision Making, Finding Information, Significant Use of Memory)

	Use a variety of strategies for managing their own time and work within job parameters
	Take responsibility for ensuring tasks are completed to the quality required and the timeline / deadline set
	Monitor situations and conditions and take steps to mitigate changing conditions
	Maintain focus and effectiveness in a busy work environment
	Listen and observe actively in order to decide how best to act on what has been heard and observed
	Monitor and anticipate and take initiative to resolve potential problems
	Use an analytical process to logically think through situations in order to come up with an appropriate decision

	Recognize when additional support is required and appropriate
	Can explain their thinking to others in a way that is clear, accurate, logical and complete
	Use effective strategies for finding / accessing and using needed information
	Evaluate the credibility of information to ensure appropriateness
	Remember and use information accurately

Use Digital Technology

(Digital Technology)

	Have the basic skills for operating digital technology devices and software
	Use digital technology in a responsible manner
	Follow a practical thinking process for resolving issues with digital technology
	Adapt to the introduction of new digital technology and software

Learn for Work

(Continuous Learning)

	Take responsibility for and be self-directed (when required) in their learning
	Choose and use the appropriate learning strategy for a particular situation
	Participate actively in training and skills development opportunities

Use Their Workplace Literacy and Numeracy Skills

(Reading, Document Use, Numeracy)

	Comprehend written text to the level needed to complete the work tasks specific to the job
	Use reading strategies appropriate to purpose (skimming, scanning, reading for details)
	Use the structure and organization of a document (paper-based or electronic) to locate and use needed information accurately and efficiently
	Have the document use skills to the level needed to complete work tasks specific to the job
	Locate and interpret information and numerical data correctly and accurately
	Record information and numerical data correctly and accurately
	Have the numeracy skills to the level needed to complete work tasks specific to the job

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Name: _____