

Instructions: Using the self-assessment below, read each statement, reflect on what this would look like in a workplace and then indicate whether this is something you can do easily or if in fact it is one of your strengths.

	I Can Do This	This is One of My Strengths
COMMUNICATE & COLLABORATE: <i>Oral Communication, Writing, Working with Others</i>		
Convey information in ways that can be understood by others		
Monitor to ensure others understand, and make adjustments as necessary		
Speak clearly and directly, using language appropriate to the workplace		
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		
Display appropriate body language and appropriately interpret the body language of others		
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 (writing tasks)		
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: <i>Job Task Planning and Organizing, Critical Thinking, Problem Solving, Decision Making, Finding Information, Significant Use of Memory)</i>		
Use a variety of strategies for managing my 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		

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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 my 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, usefulness and accuracy		
Remember and use information accurately		
USE DIGITAL TECHNOLOGY: <i>Digital Technology</i>		
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: <i>Continuous Learning</i>		
Take responsibility for and be self-directed (when required) in my learning		
Choose and use the appropriate learning strategy for a particular situation		
Participate actively in training and PD opportunities		
WORKPLACE LITERACY & NUMERACY: <i>Reading, Document Use, Numeracy</i>		
Comprehend written text at 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		

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Apply document use skills at 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		
Apply numeracy skills at the level needed to complete work tasks specific to the job		