



Your Skills for Success Checklist

"Skills for Success provide Canadians with everyday skills needed for work, learning and life".

<https://www.canada.ca/en/services/jobs/training/initiatives/skills-success.html>

Adaptability - your capacity to achieve or alter goals and/or behaviours when situations arise requiring change; this often requires you to be focused, plan, persevere and, overcome challenges.

Collaboration - your capacity to contribute and support others in achieving a common goal such as completing a project, meeting a deadline, troubleshooting or brainstorming ideas.

Communication - your capacity to receive, understand, consider, and share information and ideas through speaking, listening, and interacting with others.

Creativity & Innovation - your capacity to challenge current processes and procedures by envisioning, creating, expressing, inspiring, and implementing new ideas.

Digital - your capacity to use digital technology and tools to find, manage, apply, create and share information and content.

Numeracy - your capacity to seek out, understand, use, and share mathematical information articulated using words, numbers, symbols, and graphics.

Problem Solving - your capacity to identify and analyze information tasks or situations, propose solutions, and make decisions.

Reading - your capacity to seek out, understand, and use information presented through words, symbols, and images; this may include forms, drawings, blogs, reports, emails, instructions, directions, etc.

Writing - your capacity for sharing information in writing, using symbols, and/ or using images; this may include completing forms and applications, responding to emails, preparing reports or estimates etc.

Questions you may wish to ask yourself:

Which of the Skills for Success do I currently possess?

How am I using or applying my Skills for Success?

Which of the Skills for Success am I currently working on?

Which of the Skills for Success do I need for my education and job?

How can I develop or improve my Skills for Success to help me succeed in life and at work?

This checklist can be used to inform your thinking, conversations and planning.

<https://careersatlanticcanada.ca/>