



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>

How are your Skills for Success? Which ones do you currently possess? Which ones need some work? And how could you go about it?

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.

Place a Y or a + in the space provided in front of each of the skills to show your level of competency with these skills. In the box below each of the skills and their descriptions, record a way you could continue to improve this skill.

- Y You demonstrate this skill regularly.
- + This skill could be improved.

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.

