



Task Title: Skills for Success Self-Assessment

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description: Review the Skills for Success and reflect on examples and opportunities for improvement related to each skill in school, work, or daily life.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2
- Communicate Ideas and Information/Complete and create documents/B3.2a
- Communicate Ideas and Information/Interact with others/B1.2 (optional)
- Use Digital Technology/D.2

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

Skills for Success are the skills needed to participate and thrive in learning, work and life.

Copy and paste the following address into the web browser of the computer and scan "Learn about the Skills".

<https://www.canada.ca/en/services/jobs/training/initiatives/skills-success/understanding-individuals.html#h2.2>

Expand the description panel to read about each of the Skills for Success. Based on the description of each skill, think about a way you demonstrate this skill in your life.

Work Sheet

Task 1: Fill in the chart below with an example of how you use each skill in your work, school or daily life. If you cannot think of how you use this skill, give an example of how someone else might use this skill.

Answer:

Skill	Example of how you have used this skill in your work, school or daily life
Adaptability	
Collaboration	
Communication	
Creativity and Innovation	
Digital	
Numeracy	
Problem Solving	
Reading	
Writing	

Task 2: Complete the chart below by adding one goal related to 4-6 different skills you would like to improve. An example is given for each skill.

Skill I Would Like to Improve Upon	Example of Goal Related to this Skill	My Goal Related to this Skill
Adaptability	<i>I want to be able to adjust to changes at work without getting overwhelmed and stressed out.</i>	
Collaboration	<i>I have a hard time with group projects at school because I prefer to work by myself. I want to get better at working with other people and trusting them to do their share of group projects.</i>	
Communication	<i>I work at a coffee shop and I find it hard to talk to the customers. I want to get better at speaking clearly.</i>	
Creativity and Innovation	<i>I like to follow rules and do what is expected. I don't usually think about how things could be done differently. I want to be able to think of and share new ideas with classmates and co-workers.</i>	
Digital	<i>I have a difficult time with email at work. I want to get better at sending emails at work without worrying about making mistakes.</i>	

<p>Numeracy</p>	<p><i>When the power goes out and we have to make change without using the Point-of-Sale machine, it takes me a long time and I worry about making mistakes. I want to be able to total customer sales and make change faster.</i></p>	
<p>Problem Solving</p>	<p><i>At work, if I encounter something new and I haven't been shown how to do it before, I get really stressed about what I'm supposed to do next. I wish it was easier for me to look at what needs to be done and figure out what I should do next when I am faced with a new problem.</i></p>	
<p>Reading</p>	<p><i>It takes me a long time to read the employee handbook at work and find what I need. I would like to be able to read it faster and understand everything easily.</i></p>	
<p>Writing</p>	<p><i>I have a hard time putting my thoughts onto paper when I have to write an essay at school. I would like to learn more about how to write clearly so it is easier for me and doesn't take as much time.</i></p>	