



**Task Title: Skills for Success Self-Assessment**

OALCF Cover Sheet – Practitioner 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

### Notes for Instructors/Practitioners

This activity could be adapted to an oral task (B1.2). Instead of being asked to completed a chart (B3.2a), the learner could be asked to describe examples of each skill from their own lives (Task 1) and describe ways in which they would like to improve these skills (Task 2).

## 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:

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

**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.**

<b>Skill I Would Like to Improve Upon</b>	<b>Example of Goal Related to this Skill</b>	<b>My Goal Related to this Skill</b>
<b>Adaptability</b>	<i>I want to be able to adjust to changes at work without getting overwhelmed and stressed out.</i>	
<b>Collaboration</b>	<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>	
<b>Communication</b>	<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>	
<b>Creativity and Innovation</b>	<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>	
<b>Digital</b>	<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><b>Numeracy</b></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><b>Problem Solving</b></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><b>Reading</b></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><b>Writing</b></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>	

## Answers

Answers will vary.

### Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	Makes connections between sentences and between paragraphs in a single text			
	Scans text to locate information			
	Locates multiple pieces of information in simple texts			
	Makes low-level inferences			
B3.2a	Uses layout to determine where to make entries			
	Begins to make some inferences to decide what information is needed, where and how to enter the information			
	Makes entries using a limited range of vocabulary			

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Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
D.2	Selects and follows appropriate steps to complete tasks			
	Makes low-level inferences to interpret icons and text			
	Begins to identify sources and evaluate information			

This task: Was successfully completed  Needs to be tried again

Learner Comments:

Instructor (print):

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Learner (print):

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