

Adaptability

Your ability to achieve or adjust goals and behaviours when expected or unexpected change occurs, by planning, staying focused, persisting, and overcoming setbacks.



Check all that apply

- Show responsibility
- Persist and persevere (i.e., stick with it)
- Manage emotions
- Set or adjust your goals and expectations
- Plan and prioritize
- Seek growth and self-improvement



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Adaptability



demonstrated this skill by:

_____ (Insert "I" or individual's Name)



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Collaboration

Your ability to contribute and support others to achieve a common goal. For example, at work we use this skill to provide meaningful support to team members while completing a project.



Check all that apply

- Work well with other people
- Value diversity and inclusion of others
- Manage difficult interactions with other people
- Facilitate an environment where you can collaborate with others
- Achieve a common goal with others
- Reflect and improve on how well the team works together



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Communication



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Communication

Your ability to receive, understand, consider, and share information and ideas through speaking, listening, and interacting with others. For example, we use this skill to listen to instructions, serve customers and discuss ideas.



Check all that apply

- Listen with intention (e.g., pay attention)
- Listen to understand
- Speak with clarity
- Speak with purpose
- Adapt to your audience and situations
- Adapt to other people's different communication styles and approaches



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Creativity and Innovation

Your ability to imagine, develop, express, encourage, and apply ideas in ways that are novel, unexpected, or challenge existing methods and norms. For example, we use this skill to discover better ways of doing things, develop new products, and deliver services in a new way.



Check all that apply

- Use your imagination and curiosity
- Identify opportunities to innovate
- Generate new ideas
- Develop your ideas
- Apply your ideas
- Facilitate a creative and innovative environment



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Reading



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Reading

Your ability to find, understand, and use information presented through words, symbols, and images. For example, we use this skill to locate information on forms and drawings, and to read items such as emails, reports, news articles, blog posts and instructions.



Check all that apply

- Identify what to read
- Find relevant information to answer key questions
- Make connections between different sources of information
- Understand and apply information
- Evaluate sources of information
- Use what you've read



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