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 selfimprovement



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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

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

- \square Listen with intention (e.g., pay attention)
- $\hfill\square$ Listen to understand
- ☐ Speak with clarity
- ☐ Speak with purpose
- ☐ Adapt to your audience and situations
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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 delive



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- ☐ Use your imagination and curiosity
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Digital

Your ability to use digital technology and tools to find, manage, apply, create and share information and content. For example, we use this skill to create spreadsheets, safely use social media, and securely make online purchases.



Check all that apply

- Use digital devices (e.g., computers, tablets, smart phones, and other handheld devices)
- ☐ Use common digital tools (e.g., programs, apps) to complete tasks
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		in motions momentum			in motions

Numeracy

Your ability to find, understand, use, and report mathematical information presented through words, numbers, symbols, and graphics. For example, we use this skill to perform calculations, manage budgets, analyze and model data and make estimations.



Check all that apply

- ☐ Identify tasks that require numbers or math
- ☐ Gather numerical information (e.g., measure, count, estimate)
- Make connections between related pieces of numerical information
- ☐ Apply mathematical operations and tools you will need to answer the question (e.g., add, calculate, average)
- ☐ Interpret and evaluate the information
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Problem Solving

Your ability to identify, analyze, propose solutions, and make decisions. Problem solving helps you to address issues, monitor success, and learn from the experience. For example, we use this skill to make hiring decisions, select courses of action and troubleshoot technical failures.



Check all that apply

- $\hfill \square$ Identify the issue to address
- ☐ Gather information to help you address
- ☐ Analyze the issue
- $\hfill\square$ Develop multiple routes of action
- ☐ Address the issue
- ☐ Evaluate the effectiveness of the solution or decision



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Your ability to identify, analyze, propose solutions, and make decisions. Problem solving helps you to address issues, monitor success, and learn from the experience. For example, we use this skill to make hiring decisions, select courses of action and troubleshoot technical failures.



Check all that apply

- ☐ Identify the issue to address
- ☐ Gather information to help you address the issue
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Check all that apply

- $\ \square$ Identify what to read
- ☐ Find relevant information to answer key questions
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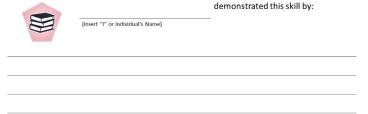


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Writing

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Check all that apply

- \square Identify when writing is necessary
- ☐ Plan the writing task
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