

SKILLS FOR SUCCESS SNAPSHOT

This tool is designed to help capture all the skills you've reflected on and developed over the duration of this program. The *Skills for Success Snapshot* is a 3-step process. First, for each skill category (e.g., Adaptability), you will need to reflect back to where you were at the **beginning of the program** and, for each statement, record your score in the **BEFORE** section. Next, consider where you are currently at the **end of program** and, for each statement, record your score in the **AFTER** section. Lastly, share 2-3 still stories from your training that helped you recognize and grow your skills. Optional: Use the **Scoring Sheet** to calculate and record your scores.

Answer Options	Emerging	Developing	Neutral	Proficient	Extending
What it means?	I'm getting started	I'm actively working on this	I'm not sure; not applicable	I actively demonstrate this	I get it and can show others how

		BEFORE					AFTER				
		Thinking back to when I started this program . . .					Now that I've completed the program. . .				
		Emerging	Developing	Neutral	Proficient	Extending	Emerging	Developing	Neutral	Proficient	Extending
ADAPTABILITY	I stay focused on what I am doing										
	I finish the tasks assigned to me										
	I recognize when changes will come my way										
	I decide when to continue or to change direction										
	I stay calm when faced with a challenge										
	I recover quickly if I get overwhelmed										
	I set goals										
	I determine when to adjust my expectations										
	I identify what to do in order to achieve my goal(s)										
	I set priorities										
	I reflect on my own strengths and weaknesses										
	I learn from setbacks/mistakes										

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		Thinking back to when I started this program . . .					Now that I've completed the program . . .				
		Emerging	Developing	Neutral	Proficient	Extending	Emerging	Developing	Neutral	Proficient	Extending
COLLABORATION	I cooperate with others										
	I follow the expectations set for me										
	I value the perspective those who aren't like me bring										
	I avoid judging others based on their culture, background, ability, etc.										
	I discuss differences between myself and others productively										
	I resolve issues between myself and others										
	I adapt to the different roles, needs, strengths, and weaknesses of others										
	I support others to collaborate through coaching, mentoring, and motivating										
	I make contributions to achieve a common goal										
	I invite others to contribute in groups										
	I reflect on the performance of my team/group										
	I give constructive feedback and suggestions to my team										

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		Thinking back to when I started this program . . .					Now that I've completed the program . . .				
		Emerging	Developing	Neutral	Proficient	Extending	Emerging	Developing	Neutral	Proficient	Extending
COMMUNICATION	I show others I am listening										
	I pay attention to what others are saying with their words and actions										
	I evaluate the intended message being communicated to me										
	I respond appropriately to what others say and do										
	I speak clearly										
	I use appropriate language										
	I communicate to others what I intend to										
	I share information relevant to my message										
	I understand the differences in communication styles/ preferences of others										
	I use appropriate tones and methods to communicate my message to my audience										
	I recognize when I need to adapt my communication approach										
	I adjust my communication approach										

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	Thinking back to when I started this program . . .					Now that I've completed the program. . .				
	Emerging	Developing	Neutral	Proficient	Extending	Emerging	Developing	Neutral	Proficient	Extending
CREATIVITY & INNOVATION	I imagine different possibilities									
	I avoid judging new ideas									
	I challenge ways of doing things when appropriate									
	I look beyond constraints for opportunities to innovate									
	I generate ideas through asking questions and thinking differently									
	I effectively handle uncertain and unpredictable situations									
	I explore opposite viewpoints to test my own ideas									
	I expand on my ideas									
	I create something tangible/useful from my creative ideas									
	I learn from failures									
	I try to be creative and innovative									
	I encourage creativity and innovation in others									

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		Thinking back to when I started this program . . .					Now that I've completed the program . . .				
		Emerging	Developing	Neutral	Proficient	Extending	Emerging	Developing	Neutral	Proficient	Extending
DIGITAL	I use basic digital terminology appropriately (e.g., download, update)										
	I use a variety of digital devices (e.g., smartphone, tablet)										
	I pick the right digital tool for the task										
	I keep my digital tools up to date										
	I navigate a variety of digital content (e.g., websites, apps, social media)										
	I organize digital information logically for easy retrieval later (e.g., bookmarks, folders)										
	I use online communication tools and social media										
	I use information-sharing tools and online forms										
	I keep my online information secure										
	I use appropriate language and behaviour online										
	I identify digital learning opportunities										
	I upgrade my skills when necessary										

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		Thinking back to when I started this program . . .					Now that I've completed the program . . .				
		Emerging	Developing	Neutral	Proficient	Extending	Emerging	Developing	Neutral	Proficient	Extending
NUMERACY	I identify when a task requires using numbers										
	I identify what needs to be measured or tracked, and how										
	I identify key numerical information within documents										
	I scan/skim documents to find relevant numbers quickly										
	I identify what numerical information is known and unknown										
	I connect numerical information from different sources										
	I use the appropriate numerical operation/ tool (e.g., estimate, measure, calculate)										
	I use a combination of operations/tools for complex mathematical tasks										
	I identify what the answer/result of a numerical task means										
	I check that answers/ results are accurate										
	I communicate the answer/result of the numerical task to others										
	I use a variety of methods to communicate results (e.g., diagram, graph)										

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		Thinking back to when I started this program . . .					Now that I've completed the program . . .				
		Emerging	Developing	Neutral	Proficient	Extending	Emerging	Developing	Neutral	Proficient	Extending
PROBLEM SOLVING	I identify when an issue/problem exists										
	I express what the issue/problem is										
	I gather information from a variety of sources										
	I identify fact from opinion										
	I break down an issue/problem into smaller parts										
	I look for patterns/connections in the information I've found										
	I think of multiple possibilities to address the problem/issue										
	I consider the potential outcomes for each possibility I think of										
	I choose the best option from my list of possibilities										
	I recognize the impact of my actions and make adjustments										
	I invite feedback from others										
	I learn from the outcome of my decision/solution										

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		Thinking back to when I started this program . . .					Now that I've completed the program . . .				
		Emerging	Developing	Neutral	Proficient	Extending	Emerging	Developing	Neutral	Proficient	Extending
READING	I recognize when reading is required										
	I identify the goal of a reading task										
	I identify key information within a variety of documents (e.g., maps, books, magazines)										
	I scan/skim documents to identify relevant information quickly										
	I make connections between different sources of information										
	I find relationships across information (e.g., compare-contrast, less-more)										
	I apply what I've read in my work/life										
	I summarize what I've read to demonstrate my understanding										
	I evaluate what I've read to determine if it's relevant to the purpose/goal										
	I consult with reliable sources to determine if what I've read is accurate and credible										
	I recognize the intended audience of what I read										
	I reflect on the relevance of the author's message										

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		BEFORE					AFTER				
		Thinking back to when I started this program . . .					Now that I've completed the program . . .				
		Emerging	Developing	Neutral	Proficient	Extending	Emerging	Developing	Neutral	Proficient	Extending
WRITING	I identify the goal/topic of a writing task										
	I identify the intended audience of a writing task										
	I identify what information (and how much detail) to include in a writing task										
	I organize my ideas in a written outline										
	I use correct spelling, grammar, and punctuation in my writing										
	I clearly convey my ideas in writing										
	I appropriately use a formal writing style										
	I appropriately use an informal writing style										
	I organize my ideas clearly using headings, bullet points, tables, etc.										
	I accurately fill out forms										
	I proofread my writing to find and fix errors in spelling/grammar										
	I review my writing to make sure it's accurate										

SKILLS FOR SUCCESS SNAPSHOT

Lastly, reflect on all the skills you've developed throughout the program. Identify and share 2- 3 stories from your training that helped you recognize and/or grow your skills. Mark off which specific skills were illustrated in the story

<p>Story 1</p>	<p>Select the specific skills</p> <ul style="list-style-type: none"> <input type="checkbox"/> Adaptability <input type="checkbox"/> Collaboration <input type="checkbox"/> Communication <input type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Digital <input type="checkbox"/> Numeracy <input type="checkbox"/> Problem Solving <input type="checkbox"/> Reading <input type="checkbox"/> Writing
<p>Story 2</p>	<p>Select the specific skills</p> <ul style="list-style-type: none"> <input type="checkbox"/> Adaptability <input type="checkbox"/> Collaboration <input type="checkbox"/> Communication <input type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Digital <input type="checkbox"/> Numeracy <input type="checkbox"/> Problem Solving <input type="checkbox"/> Reading <input type="checkbox"/> Writing
<p>Story 3</p>	<p>Select the specific skills</p> <ul style="list-style-type: none"> <input type="checkbox"/> Adaptability <input type="checkbox"/> Collaboration <input type="checkbox"/> Communication <input type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Digital <input type="checkbox"/> Numeracy <input type="checkbox"/> Problem Solving <input type="checkbox"/> Reading <input type="checkbox"/> Writing

SKILLS FOR SUCCESS SNAPSHOT

SCORING SHEET



Adaptability

	BEFORE	
	# of responses	Total
Emerging	<input type="text"/>	X1 _____
Developing	<input type="text"/>	X2 _____
Neutral	<input type="text"/>	X3 _____
Proficient	<input type="text"/>	X4 _____
Extending	<input type="text"/>	X5 _____
Weighted Total		/60

	AFTER	
	# of responses	Total
Emerging	<input type="text"/>	X1 _____
Developing	<input type="text"/>	X2 _____
Neutral	<input type="text"/>	X3 _____
Proficient	<input type="text"/>	X4 _____
Extending	<input type="text"/>	X5 _____
Weighted Total		/60



Collaboration

	BEFORE	
	# of responses	Total
Emerging	<input type="text"/>	X1 _____
Developing	<input type="text"/>	X2 _____
Neutral	<input type="text"/>	X3 _____
Proficient	<input type="text"/>	X4 _____
Extending	<input type="text"/>	X5 _____
Weighted Total		/60

	AFTER	
	# of responses	Total
Emerging	<input type="text"/>	X1 _____
Developing	<input type="text"/>	X2 _____
Neutral	<input type="text"/>	X3 _____
Proficient	<input type="text"/>	X4 _____
Extending	<input type="text"/>	X5 _____
Weighted Total		/60



Communication

	BEFORE	
	# of responses	Total
Emerging	<input type="text"/>	X1 _____
Developing	<input type="text"/>	X2 _____
Neutral	<input type="text"/>	X3 _____
Proficient	<input type="text"/>	X4 _____
Extending	<input type="text"/>	X5 _____
Weighted Total		/60

	AFTER	
	# of responses	Total
Emerging	<input type="text"/>	X1 _____
Developing	<input type="text"/>	X2 _____
Neutral	<input type="text"/>	X3 _____
Proficient	<input type="text"/>	X4 _____
Extending	<input type="text"/>	X5 _____
Weighted Total		/60

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	BEFORE	
	# of responses	Total
Emerging	<input type="text"/>	X1 _____
Developing	<input type="text"/>	X2 _____
Neutral	<input type="text"/>	X3 _____
Proficient	<input type="text"/>	X4 _____
Extending	<input type="text"/>	X5 _____
Weighted Total		/60

	AFTER	
	# of responses	Total
Emerging	<input type="text"/>	X1 _____
Developing	<input type="text"/>	X2 _____
Neutral	<input type="text"/>	X3 _____
Proficient	<input type="text"/>	X4 _____
Extending	<input type="text"/>	X5 _____
Weighted Total		/60



	BEFORE	
	# of responses	Total
Emerging	<input type="text"/>	X1 _____
Developing	<input type="text"/>	X2 _____
Neutral	<input type="text"/>	X3 _____
Proficient	<input type="text"/>	X4 _____
Extending	<input type="text"/>	X5 _____
Weighted Total		/60

	AFTER	
	# of responses	Total
Emerging	<input type="text"/>	X1 _____
Developing	<input type="text"/>	X2 _____
Neutral	<input type="text"/>	X3 _____
Proficient	<input type="text"/>	X4 _____
Extending	<input type="text"/>	X5 _____
Weighted Total		/60



	BEFORE	
	# of responses	Total
Emerging	<input type="text"/>	X1 _____
Developing	<input type="text"/>	X2 _____
Neutral	<input type="text"/>	X3 _____
Proficient	<input type="text"/>	X4 _____
Extending	<input type="text"/>	X5 _____
Weighted Total		/60

	AFTER	
	# of responses	Total
Emerging	<input type="text"/>	X1 _____
Developing	<input type="text"/>	X2 _____
Neutral	<input type="text"/>	X3 _____
Proficient	<input type="text"/>	X4 _____
Extending	<input type="text"/>	X5 _____
Weighted Total		/60

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Problem Solving

	BEFORE		AFTER	
	# of responses	Total	# of responses	Total
Emerging	<input type="text"/>	X1 _____	<input type="text"/>	X1 _____
Developing	<input type="text"/>	X2 _____	<input type="text"/>	X2 _____
Neutral	<input type="text"/>	X3 _____	<input type="text"/>	X3 _____
Proficient	<input type="text"/>	X4 _____	<input type="text"/>	X4 _____
Extending	<input type="text"/>	X5 _____	<input type="text"/>	X5 _____
	Weighted Total	<input type="text"/> /60	Weighted Total	<input type="text"/> /60



Reading

	BEFORE		AFTER	
	# of responses	Total	# of responses	Total
Emerging	<input type="text"/>	X1 _____	<input type="text"/>	X1 _____
Developing	<input type="text"/>	X2 _____	<input type="text"/>	X2 _____
Neutral	<input type="text"/>	X3 _____	<input type="text"/>	X3 _____
Proficient	<input type="text"/>	X4 _____	<input type="text"/>	X4 _____
Extending	<input type="text"/>	X5 _____	<input type="text"/>	X5 _____
	Weighted Total	<input type="text"/> /60	Weighted Total	<input type="text"/> /60



Writing

	BEFORE		AFTER	
	# of responses	Total	# of responses	Total
Emerging	<input type="text"/>	X1 _____	<input type="text"/>	X1 _____
Developing	<input type="text"/>	X2 _____	<input type="text"/>	X2 _____
Neutral	<input type="text"/>	X3 _____	<input type="text"/>	X3 _____
Proficient	<input type="text"/>	X4 _____	<input type="text"/>	X4 _____
Extending	<input type="text"/>	X5 _____	<input type="text"/>	X5 _____
	Weighted Total	<input type="text"/> /60	Weighted Total	<input type="text"/> /60

SKILLSFORSUCCESS SNAPSHOT

		BEFORE Weighted Total	AFTER Weighted Total	CHANGE
<p>Transfer your weighted total scores into the corresponding blocks here.</p> <p>Calculate your change by subtracting the BEFORE score from the AFTER score.</p>	Adaptability	<input type="text"/>	<input type="text"/>	<hr/>
	Communication	<input type="text"/>	<input type="text"/>	<hr/>
	Collaboration	<input type="text"/>	<input type="text"/>	<hr/>
	Creativity & Innovation	<input type="text"/>	<input type="text"/>	<hr/>
	Digital	<input type="text"/>	<input type="text"/>	<hr/>
	Numeracy	<input type="text"/>	<input type="text"/>	<hr/>
	Problem Solving	<input type="text"/>	<input type="text"/>	<hr/>
	Reading	<input type="text"/>	<input type="text"/>	<hr/>
	Writing	<input type="text"/>	<input type="text"/>	<hr/>
			/540	/540

Understanding Your Scores

Individual skills category scores will range from 12 to 60. Overall, you can expect scores to range from 108 to 540. To support you in understanding what that means, refer to the following table:

	Emerging	Developing	Neutral	Proficient	Extending
Categories	12-18	19-30	31-42	43-54	55-60
Overall	108-162	163-270	271-378	379-486	487-540