

The following is a list of various skills which you HAVE seen before; highlight at least eight under each section which you feel STRONGLY apply to you. Once you have completed that, you must pick three under each heading (so nine in total), and write a short paragraph on each, explaining/giving an example(s) of how you exemplify each skill.

Academic Skills

Academic skills include reading, writing, and mathematics. You will be living and working in a technical world, and you must have the ability to:

- read and understand written information
- listen to and understand what others say
- write so that others can understand and use what you have written
- speak so that others can understand what you mean
- understand and apply mathematics problem-solving strategies
- use problem-solving skills

Academic Skills Options

A portfolio can help a student demonstrate that he or she:

- can speak in front of large numbers of people
- can present his/her own ideas to others
- can understand oral information
- can follow written or spoken instructions and directions
- uses telephone etiquette
- can summarize/précis material
- can use word-processing skills
- cares for the environment
- can read and understand information texts
- understands basic scientific principles
- can use tools and equipment
- can use scientific tools and equipment
- can accept new ideas/technologies• understands charts and graphs
- can understand and apply basic mathematics
- uses mathematics on a day-to-day basis
- can organize and present data
- can use a calculator to perform operations
- possesses computer skills
- can work with different units of measurement
- can use research/library/technology skills
- can learn through observation
- can simplify complex ideas
- can use a decision-making model

- can think critically and act logically to evaluate situations, solve problems, and make decisions
- uses the scientific model to solve problems

Personal Skills

Personal skills help you handle responsibility and include the attitudes and habits you bring to your life and work. This means being dependable, working hard, doing your best, being honest, and caring about your job.

Personal Skills Options

A portfolio can help a student demonstrate that he or she:

- investigates career alternatives and develops appropriate educational plans
- understands job search techniques
- has developed a résumé and covering letter
- entertains entrepreneurial ideas
- understands how interests and activities relate to careers
- brainstorms to express ideas and better understand the ideas of others
- effectively reduces waste in time and materials
- is dedicated to personal continuous improvement
- has developed and knows the importance of self-esteem and how it is developed
- interacts well with others in many different situations
- relates to and works well with others
- has developed honesty, integrity, and personal ethics
- understands concepts of customer service
- demonstrates compassion and empathy
- is able to resolve conflicts in a co-operative manner and strengthen relationships
- can adapt positively to change and to progress
- initiates change through peaceful, democratic actions
- is conscious of the effects of stereotyping, discrimination, and prejudice
- recognizes the importance of principles of equity and equality
- has a positive attitude
- attends school/work daily and on time
- meets school/work deadlines
- demonstrates self-control
- accepts and completes tasks
- can handle a number of jobs/activities at the same time
- shows initiative
- is aware of health/safety concerns and procedures
- can present himself/herself in a positive/ acceptable manner
- has developed effective time-management skills
- has demonstrated good citizenship
- can identify things that must be changed

- works well without supervision
- accepts suggestions and criticisms
- dresses appropriately for the situation
- understands consequences of decisions
- takes risks with creativity and expression
- pays attention to detail
- can establish and follow schedules
- produces professional-looking documents
- can complete a project
- can manage money
- can prioritize tasks/responsibilities
- pursues fulfilling leisure-time activities
- values humour
- knows personal strengths and weaknesses
- has gathered experience in an area of interest
- sets attainable goals and takes steps to reach them

Social Skills

Social skills help you interact with others. These skills are important because most people will work as part of a team to organize, plan, execute, and evaluate their work. Working co-operatively with others involves caring and sharing.

Social Skills Options

A portfolio can help a student demonstrate that he or she:

- can listen effectively to others
- can speak in groups
- can work with others to create a solution
- can overcome obstacles to communication
- is able to identify and respond to non-verbal cues
- actively and positively participates in a group
- supports outcomes of group decisions
- is able to perform a variety of roles in a group
- respects authority
- is able to work with all people in a respectful manner
- is sensitive to the ideas of others
- is able to negotiate to best accomplish a goal
- possesses coaching/mentoring skills
- encourages a positive attitude
- is willing to take charge of a situation
- encourages initiative
- can evaluate the effect of individual behaviours and group success
- can understand and appreciate employer expectations
- respects cultural diversity/gender

Academic Skills
