

Got Skills?

Step 1: Take a look at the inventory of skills needed by various industries.

Step 2: Using the steps on page 2 of this handout, create a mind map with “Industry Needs” as the main concept in the core on page 3.

Step 3: Analyze your map and make a plan of action to develop your skills further on page 4.

Different industries need the same skills. The skills listed below were compiled from three sources:

Essential Skills – Skills Compétences Canada (<http://skillscompetencescanada.com/en/essential-skills/>)

Construction Ready BC – Construction Foundation of BC (<http://www.constructionreadybc.ca/>)

Life and Career Skills – P21 Partnership for 21st Century Learning (www.p21.org)

Step 1 – Skills Inventory

Skill	Breakdown	How you can meet expectations?
Hard Working	Punctual & Dependable	You are always on time and prepared.
	Work Ethic	You take pride in your work. You follow direction carefully and work quickly yet safely.
	Optimistic Mindset	You participate and do not complain about your assigned tasks.
	Attention to Detail	You are careful to produce good quality work.
Responsible	Identify, Own and Correct Problems	You can recognize a problem, take ownership and find a solution.
	Demonstrate Follow Through	You complete what you start, needing minimal direction.
	Safety First	You follow safe practices at all times. You ask before you expose yourself or others to risks.
Show Initiative	Self-Starter	You can be left to finish a task and will assist others without being asked.
	Demonstrate Flexibility	You are open to taking on new roles or challenges.
Team Player	Understand Role	You see yourself as part of a team and actively support others.
	Contribute Ideas	You offer your constructive input.
	Engaged	You are engaged in the task at hand.
Ready to Learn	Ask Questions	You ask questions as problems arise.
	Problem Solving	You can offer solutions and ideas to the problems you identify.
	Growth Mindset	You demonstrate a realistic understanding of your skills and knowledge. You are open to feedback to help you grow.
Communication	Listening and Understanding	You can follow instructions and obtain information.
	Speaking	You can exchange thoughts and information verbally.
Reading	Understand	You understand written information related to safety and job training.
Writing	Convey	You can write typed or handwritten text to communicate information and ideas.
Numeracy	Calculate	You understand and can add, subtract, multiply, divide, and round whole numbers, decimals, percentages and fractions.
Document Use	Interpret	You can read and interpret documents such as graphs, charts, lists, tables and more.
Digital	Navigate	You can understand and process information from digital sources, use digital systems, technical tools and applications.
Social and Cross-Cultural	Inclusive	You respect cultural differences and can work with people with varying social and cultural backgrounds.
	Interact	You respond open-mindedly to different ideas and values.

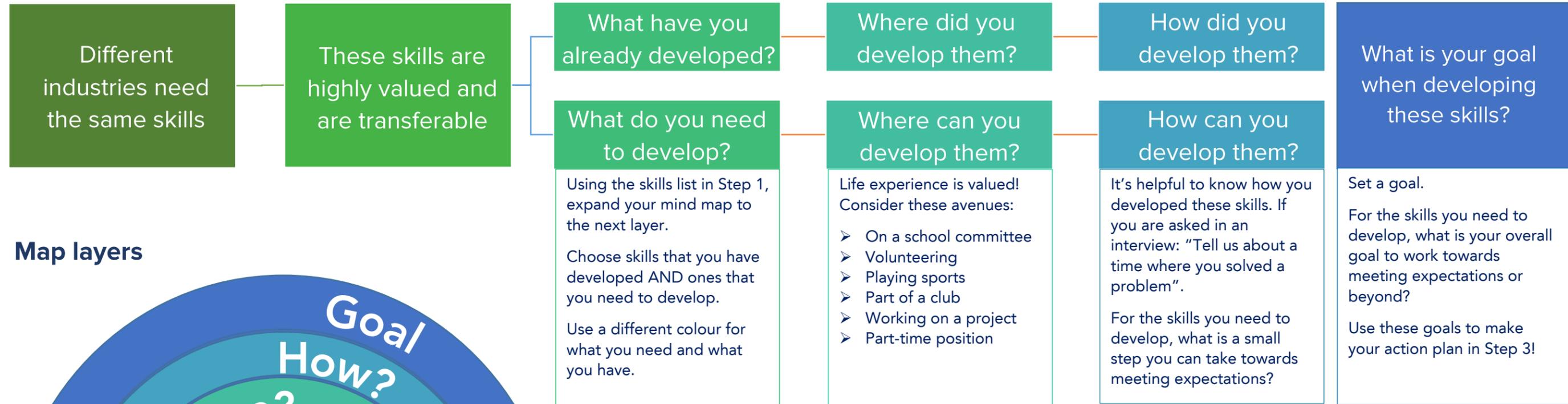
Note: Every role requires different levels of these skills to meet expectations. To learn more about specific essentials skill levels for an occupation, visit: https://www.jobbank.gc.ca/es_all-eng.do

Step 2 – Part A: Mind Map Activity

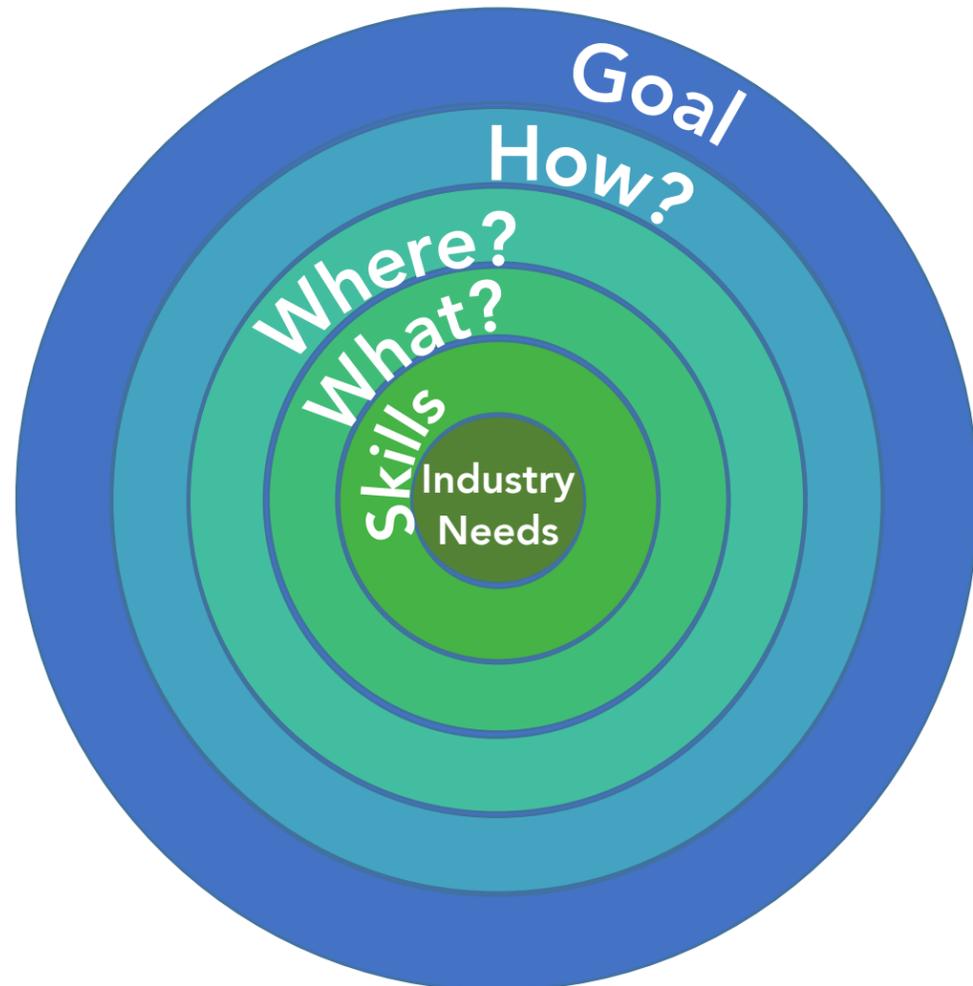
What skills do you already have? Probably more than you think!

What can you develop? This is a good opportunity to check in with yourself and make an action plan (Part 3).

On the next page create a mind map with "Industry Needs" as the main concept and core. Continue making this map grow by extending the skills branches by asking yourself the questions below.



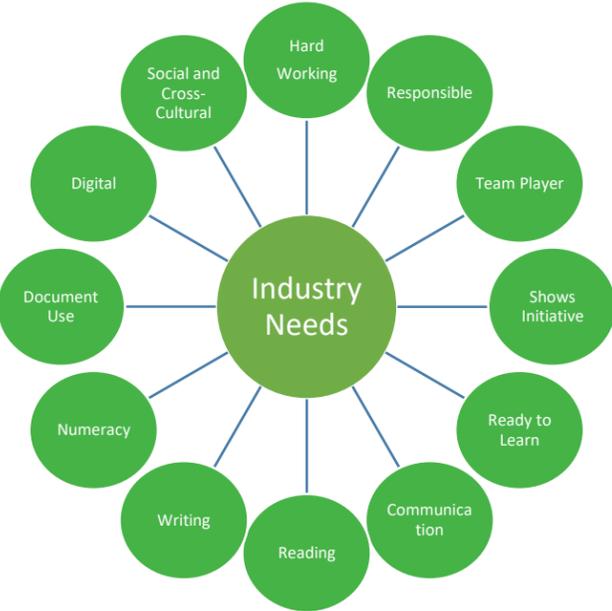
Map layers



Example



Step 2 – Part B: Make your Mind Map



Step 3 – Create your Action Plan

Goal: Using the goals set in your mind map, break down what you need to achieve each goal.

Skill: What skill is connected to your goal?

Steps: What steps do you need to take towards achieving your goal? Use a step from “How” as a starting point.

Support and Resources: What do you need and who do you need to help reach your goal?

Timeline: How long do you think it will take to develop this skill? Set a realistic timeline.

Do you know what occupation interests you but are unsure what the expectations are?

Explore careers by essential skills on the Government of Canada website:
https://www.jobbank.gc.ca/es_all-eng.do

Goal	Skill	Steps	Support and Resources	Timeline