**Skills development worksheet**

Use this worksheet to help you identify and record examples of the top skills employers are looking for, and how you are developing these skills in your degree.

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| Critical Thinking/Problem Solving | Oral/Written Communications | | Teamwork/Collaboration | | Information Technology Application |
| Exercise sound reasoning to analyze issues; make decisions; overcome problems; obtain, interpret/use knowledge, facts/data; may demonstrate originality/inventiveness. | Articulate thoughts/ideas effectively in written/oral forms to persons inside/outside of the organization; public speaking skills; write/edit memos, letters, complex technical reports effectively. | | Build collaborative relationships with diverse colleagues/customers; work within a team structure; negotiate/manage conflict. | | Select/use appropriate technology to accomplish a given task; apply computing skills to solve problems. |
| Examples | Examples | | Examples | | Examples |
|  |  | |  | |  |
| Leadership | | Professionalism/Work Ethic | | Career Management | |
| Leverage the strengths of others to achieve common goals; use interpersonal skills to coach/develop others; assess/manage emotions; use empathetic skills to guide/motivate; organize, prioritize, delegate work. | | Demonstrate personal accountability/effective work habits; understand the impact of non-verbal communication on professional work image; demonstrate integrity/ethical behaviour, act responsibly with the interests of the larger community in mind; learn from mistakes. | | Identify/articulate one's skills, strengths, knowledge, experiences relevant to the position desired/career goals; identify areas necessary for professional growth; navigate job options; take necessary steps to pursue opportunities; self-advocate for opportunities in the workplace. | |
| Examples | | Examples | | Examples | |
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**Source**: <http://www.naceweb.org/knowledge/career-readiness-competencies.aspx>