

## Skills Articulation Worksheet

<b>QUANTITATIVE</b>				
<i>Manage, manipulate and apply numerical information</i>				
<input checked="" type="checkbox"/> <b>Skills that I have:</b>	<b>I have used this skill:</b>			Chosen skill: _____
	Never	Some	A lot	
<input type="checkbox"/> Budget				Example of where I have use this skill:          Skill to improve: _____
<input type="checkbox"/> Calculate				
<input type="checkbox"/> Classify				
<input type="checkbox"/> Estimate				
<input type="checkbox"/> Measure				
<input type="checkbox"/> Monitor				
<input type="checkbox"/> Record				
<input type="checkbox"/> Survey				
<input type="checkbox"/> Verify*				

<b>SOCIAL</b>				
<i>Relate, interact and communicate with others to assist and make positive impacts on individuals and society</i>				
<input checked="" type="checkbox"/> <b>Skills that I have:</b>	<b>I have used this skill:</b>			Chosen skill: _____
	Never	Some	A lot	
<input type="checkbox"/> Advise				Example of where I have use this skill:          Skill to improve: _____
<input type="checkbox"/> Advocate				
<input type="checkbox"/> Coach				
<input type="checkbox"/> Counsel				
<input type="checkbox"/> Liaise				
<input type="checkbox"/> Manage/supervise				
<input type="checkbox"/> Mediate				
<input type="checkbox"/> Motivate				
<input type="checkbox"/> Recruit				
<input type="checkbox"/> Serve clients				
<input type="checkbox"/> Teach/train				
<input type="checkbox"/> Treat/nurse				
<b>ADVANCED:</b>				
<input type="checkbox"/> <i>Socially astute / saavy</i>				

## COMMUNICATION

*Fundamental verbal and written communication with individuals and groups*

<input checked="" type="checkbox"/> <b>Skills that I have:</b>	I have used this skill:			Chosen skill: _____
	Never	Some	A lot	
<input type="checkbox"/> Explain/clarify*				Example of where I have use this skill:           Skill to improve: _____
<input type="checkbox"/> Influence/persuade				
<input type="checkbox"/> Interview				
<input type="checkbox"/> Multilingual				
<input type="checkbox"/> Negotiate				
<input type="checkbox"/> Public speaking				
<input type="checkbox"/> Read				
<input type="checkbox"/> Social media tools*				
<input type="checkbox"/> Translate				
<input type="checkbox"/> Write/edit				
<b>ADVANCED:</b>				
<input type="checkbox"/> <i>Active Listening</i>				

## TEAMWORK/COLLABORATION

*Efficient and effective, goal focused activity performed in groups*

<input checked="" type="checkbox"/> <b>Skills that I have:</b>	I have used this skill:			Chosen skill: _____
	Never	Some	A lot	
<input type="checkbox"/> Accept feedback				Example of where I have use this skill:           Skill to improve: _____
<input type="checkbox"/> Build relationships				
<input type="checkbox"/> Display integrity				
<input type="checkbox"/> Harmonize with others				
<input type="checkbox"/> Learn from others				
<input type="checkbox"/> Manage conflict				
<input type="checkbox"/> Provide feedback				
<input type="checkbox"/> Share information				
<input type="checkbox"/> Support team efforts				
<input type="checkbox"/> Value diversity				
<b>ADVANCED:</b>				
<input type="checkbox"/> <i>Networking</i>				

## CREATIVE

*Process, generate and connect ideas and information in original or imaginative ways*

<input checked="" type="checkbox"/> <b>Skills that I have:</b>	I have used this skill:			Chosen skill: _____
	Never	Some	A lot	
<input type="checkbox"/> Compose				Example of where I have use this skill:          Skill to improve: _____
<input type="checkbox"/> Decorate				
<input type="checkbox"/> Design				
<input type="checkbox"/> Draft				
<input type="checkbox"/> Draw/paint				
<input type="checkbox"/> Generate new ideas				
<input type="checkbox"/> Innovate*				
<input type="checkbox"/> Perform				
<input type="checkbox"/> Photograph				

## ENTREPRENEURIAL

*Skills relating to initiating and running of an enterprise*

<input checked="" type="checkbox"/> <b>Skills that I have:</b>	I have used this skill:			Chosen skill: _____
	Never	Some	A lot	
<input type="checkbox"/> Accounting				Example of where I have use this skill:          Skill to improve: _____
<input type="checkbox"/> Business planning/proposals				
<input type="checkbox"/> Financial analysis				
<input type="checkbox"/> Market analysis				
<input type="checkbox"/> Marketing strategy				
<input type="checkbox"/> Raising capital/funding				
<input type="checkbox"/> Sell/promote				
<b>ADVANCED:</b>				Skill to improve: _____
<input type="checkbox"/> <i>Close deals</i>				
<input type="checkbox"/> <i>Envision</i>				
<input type="checkbox"/> <i>Foresight</i>				
<input type="checkbox"/> <i>Form strategic alliences</i>				
<input type="checkbox"/> <i>Open to opportunities</i>				
<input type="checkbox"/> <i>Risk management</i>				
<input type="checkbox"/> <i>Willing to risk, fail and learn</i>				

## LEADERSHIP

*The use of organizational, managerial and directive skills to accomplish group goals*

<input checked="" type="checkbox"/> <b>Skills that I have:</b>	I have used this skill:			Chosen skill: _____
	Never	Some	A lot	
<input type="checkbox"/> Adapt to new situations*				Example of where I have use this skill:          Skill to improve: _____
<input type="checkbox"/> Administer				
<input type="checkbox"/> Coordinate				
<input type="checkbox"/> Decide				
<input type="checkbox"/> Delegate				
<input type="checkbox"/> Implement				
<input type="checkbox"/> Initiate/set goals*				
<input type="checkbox"/> Learn from mistakes*				
<input type="checkbox"/> Organize/plan				
<input type="checkbox"/> Prioritize/time manage				
<input type="checkbox"/> Schedule				

## PROJECT MANAGEMENT\*

*Apply methods, techniques, skills and knowledge to achieve specific and measurable goals*

<input checked="" type="checkbox"/> <b>Skills that I have:</b>	I have used this skill:			Chosen skill: _____
	Never	Some	A lot	
<input type="checkbox"/> Adhere to timelines				Example of where I have use this skill:          Skill to improve: _____
<input type="checkbox"/> Assess results				
<input type="checkbox"/> Coordinate				
<input type="checkbox"/> Monitor progress				
<input type="checkbox"/> Plan/strategize				
<input type="checkbox"/> Project management software				
<input type="checkbox"/> Refine/improve				
<input type="checkbox"/> Set goals				
<input type="checkbox"/> Understand objectives				
<b>ADVANCED:</b>				
<input type="checkbox"/> <i>Continuous improvement mindset</i>				
<input type="checkbox"/> <i>Leveraging others' skills</i>				

## PHYSICAL

*Practical, hands-on activities that produce tangible results*

<input checked="" type="checkbox"/> <b>Skills that I have:</b>	I have used this skill:			Chosen skill: _____
	Never	Some	A lot	
<input type="checkbox"/> Assemble/disassemble*				Example of where I have use this skill:
<input type="checkbox"/> Athleticism				
<input type="checkbox"/> Construct/build				
<input type="checkbox"/> Transport				
<input type="checkbox"/> Farm/cultivate				
<input type="checkbox"/> Prepare food				

## ANALYTICAL

*Logical gathering and processing of information and data to produce useful results that solve a problem*

<input checked="" type="checkbox"/> <b>Skills that I have:</b>	I have used this skill:			Chosen skill: _____
	Never	Some	A lot	
<input type="checkbox"/> Analyze				Example of where I have use this skill:
<input type="checkbox"/> Assess				
<input type="checkbox"/> Evaluate solutions*				
<input type="checkbox"/> Interpret				
<input type="checkbox"/> Investigate problems				
<input type="checkbox"/> Observe				
<input type="checkbox"/> Propose solutions*				
<input type="checkbox"/> Research- Lab/experimental				
<input type="checkbox"/> Research- Library/online				
<input type="checkbox"/> Research- Interview				
<input type="checkbox"/> Troubleshoot				Skill to improve: _____
<b>ADVANCED:</b>				
<input type="checkbox"/> <i>Critical thinking</i>				
<input type="checkbox"/> <i>Embraces experimentation</i>				
<input type="checkbox"/> <i>Inquisitive mindset</i>				
<input type="checkbox"/> <i>Identifying patterns</i>				
<input type="checkbox"/> <i>Multi-Disciplinary mindset</i>				
<input type="checkbox"/> <i>Outside of the box thinking</i>				
<input type="checkbox"/> <i>Synthesizing ideas</i>				

## TECHNICAL

*Use computer, software, laboratory and other specialized technologies*

<input checked="" type="checkbox"/> <b>Skills that I have:</b>	I have used this skill:			Chosen skill: _____
	Never	Some	A lot	
<input type="checkbox"/> Inspect				Example of where I have use this skill:
<input type="checkbox"/> Install				
<input type="checkbox"/> Program				
<input type="checkbox"/> Repair				
<input type="checkbox"/> Test				
<input type="checkbox"/> Specific Lab/Technical skills:*				
_____				
<input type="checkbox"/> Specific Software skills:*				Skill to improve: _____
_____				
_____				

## SELF-MANAGEMENT

*Management of or by oneself; the taking of responsibility for one's own behaviour and well-being*

<input checked="" type="checkbox"/> <b>Skills that I have:</b>	I have used this skill:			Chosen skill: _____
	Never	Some	A lot	
<input type="checkbox"/> Adapt to new situations*				Example of where I have use this skill:
<input type="checkbox"/> Decide				
<input type="checkbox"/> Initiate/set goals*				
<input type="checkbox"/> Learn from mistakes*				
<input type="checkbox"/> Organize/plan				
<input type="checkbox"/> Prioritize/time manage				
<b>ADVANCED:</b>				
<input type="checkbox"/> <i>Comfortable with uncertainty</i>				Skill to improve: _____
<input type="checkbox"/> <i>Lifelong learning</i>				
<input type="checkbox"/> <i>Tenacity / Persistence</i>				