

Career Skills and Tasks

Fundamental Skills	Personal Management Skills	Teamwork & Other Fundamental Skills
<p>Communication</p> <ul style="list-style-type: none"> • answering phones • responding to enquiries • guiding tours • drafting • editing • presenting • listening • asking questions <p>Management/managing information</p> <ul style="list-style-type: none"> • planning • scheduling • reviewing • organizing • recording • filing computer and hard data • updating files <p>Researching & Using Numbers</p> <ul style="list-style-type: none"> • observing data • recording data • analysing data • locating resources • estimating • calculating • interviewing <p>Problem solving and thinking</p> <ul style="list-style-type: none"> • identifying problems • implementing solutions • checking solutions • following up • processing information • managing inquiries <p>Computer Skills</p> <ul style="list-style-type: none"> • familiarity with software applications - Internet, Excel, Powerpoint, Publisher etc. • account maintenance • web design & management • data entry • formatting ads, posters & brochures 	<p>Adaptability</p> <ul style="list-style-type: none"> • working independently • multitasking • suggesting alternatives • learning from mistakes • accepting feedback • being innovative • being resourceful <p>Demonstrating positive attitudes and behaviours</p> <ul style="list-style-type: none"> • dealing with people • showing interest and initiative • being respectful of others • recognizing efforts of others & self <p>Learning Continuously</p> <ul style="list-style-type: none"> • setting learning goals • identifying resources • accessing resources • assessing personal strengths • being willing to learn & grow <p>Being responsible</p> <ul style="list-style-type: none"> • setting goals • setting priorities • balancing work and school • managing time • managing resources • assessing and weighing risk • being punctual • planning <p>Working Safely</p> <ul style="list-style-type: none"> • being aware of safe practices & procedures <div data-bbox="630 1654 945 1879" data-label="Image"> </div>	<p>Working with Others</p> <ul style="list-style-type: none"> • leading groups • managing conflict • networking • sharing information • respecting diversity • learning about other cultures <p>Participating in Projects and Tasks</p> <ul style="list-style-type: none"> • coordinating activities • monitoring • organizing • developing • using appropriate technology & tools • carrying out projects & tasks • planning <p>Helping</p> <ul style="list-style-type: none"> • assisting • educating • referring • guiding • motivating • coaching <p>Technical Skills</p> <ul style="list-style-type: none"> • assembling • computing • designing • maintaining • programming • repairing • solving • upgrading <p>Clerical or Detail Skills</p> <ul style="list-style-type: none"> • arranging rooms, files • cataloging • collecting • compiling • implementing • preparing <hr/> <p>Sources: MUCEP Agreements The Conference Board of Canada Skills Handout, n.p.</p>