

What are the 9 Skills for Success?

ADAPTABILITY

Your ability to achieve or adjust goals and behaviours when expected or unexpected change occurs by planning, staying focused, persisting, and overcoming setbacks. We use this skill to ↴

- change work plans to meet new deadlines
- learn how to work with new tools
- improve our skills through feedback

CREATIVITY AND INNOVATION

Your ability to imagine, develop, express, encourage, and apply ideas in ways that are novel, unexpected, or challenge existing methods and norms. We use this skill to ↴

- discover better ways of doing things
- develop new products
- deliver services in a new way

WRITING

Your ability to share information using written words, symbols, and images. We use this skill to ↴

- fill out forms and applications
- write emails
- create reports
- post on social media

READING

Your ability to find, understand, and use information presented through words, symbols, and images. We use this skill to ↴

- locate information on forms and drawings
- read emails, reports, news articles, blog posts, and instructions

NUMERACY

Your ability to find, understand, use, and report mathematical information presented through words, numbers, symbols, and graphics. We use this skill to ↴

- perform calculations
- manage budgets
- analyze and model data
- make estimations

COMMUNICATION

Your ability to receive, understand, consider, and share information and ideas through speaking, listening, and interacting with others. We use this skill to ↴

- listen to instructions
- serve customers
- discuss ideas

PROBLEM SOLVING

Your ability to identify, analyze, propose solutions, and make decisions. Problem solving helps you to address issues, monitor success, and learn from the experience. We use this skill to ↴

- make hiring decisions
- select courses of action
- troubleshoot technical failures

COLLABORATION

Your ability to contribute and support others to achieve a common goal. We use this skill to ↴

- provide meaningful support to team members while completing a project

DIGITAL

Your ability to use digital technology and tools to find, manage, apply, and share information and content.

We use this skill to ↴

- create spreadsheets
- safely use social media
- securely make online purchases

