

Skills for Success Curriculum Resource Cover Page

Organization

College Sector Committee for Adult Upgrading (CSC)

Curriculum Resource

Communication and Collaboration for Trades and the Workplace

This is one in a series of five resources adapted from the "[Essential Skills Self-Assessment for the Trades](#)", originally produced by Employment and Social Development Canada. This resource contains an overview of two Skills for Success (Communication and Collaboration), along with a self-assessment checklist and a short reflection activity.

OALCF Alignment

Competency	Task Group	Level
Competency A - Find and Use Information	A2. Interpret documents	2
Competency B - Communicate Ideas and Information	B1. Interact with others	2
Competency B - Communicate Ideas and Information	B2. Write continuous text	2
Competency B - Communicate Ideas and Information	B3. Complete and create documents	2
Competency E - Manage Learning	N/A	N/A
Competency F - Engage with Others	N/A	2

Goal Paths (check all that apply)

- Employment
 Postsecondary
 Apprenticeship
 Independence
 Secondary School Credit

Embedded Skills for Success (check all that apply)

- Adaptability
 Numeracy
 Collaboration
 Problem Solving
 Communication
 Reading
 Creativity and innovation
 Writing
 Digital

Notes:

The opinions expressed in this document are the opinions of the College Sector Committee for Adult Upgrading. The Government of Ontario and its agencies are in no way bound by any recommendations contained in this document.

Skilled Trades Collaboration and Communication Self-Assessment



Communication: Your ability to receive, understand, consider, and share information and ideas through speaking, listening, and interacting with others. For example, we use this skill to listen to instructions, serve customers and discuss ideas.

I am confident in my ability to...	Yes	Somewhat	No
Speak comfortably in different situations or to different groups of people.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speak in front of a group of people.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicate information clearly and concisely (e.g., explain a work-related issue to a supervisor).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk to co-workers about work-related issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk to customers about services to be provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gather information by asking questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understand information or questions that are presented orally (e.g., instructions for repairing a piece of equipment).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listen to others without interruption.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Persuade others by speaking convincingly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restate, in my own words, information given to me to confirm my understanding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check for meaning; asks questions to check for correct understanding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ask for more details when necessary; ask questions for clarification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintain honest and respectful communication.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encourage team members to share ideas by asking questions and listening attentively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Use a wide range of vocabulary and select words to clearly convey my intended meaning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Show awareness of factors that affect interactions, such as differences in opinions and ideas, and social, language, and cultural differences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use strategies to maintain communication, such as encouraging responses from others and asking questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Know when to use formal and informal language appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Collaboration: Your ability to contribute and support others to achieve a common goal. For example, at work we use this skill to provide meaningful support to team members while completing a project.

I am confident in my ability to...	Yes	Somewhat	No
Accept my share of responsibilities when I am working with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ask for help from others when needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Be flexible and adapt my behaviour to the demands of a working situation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete work assigned to me on time to ensure team deadlines are met.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follow recommendation or instructions given to me by others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider feedback and advice given by other team members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Give feedback to help others improve their work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take initiative to start work on my own.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take on a leadership role (e.g., mentor, advisor).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify options for resolving disagreements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Make contributions to a team that consider my strengths and limitations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognize the strengths and weaknesses of team members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use feedback from co-workers to improve my work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with limited direction or supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Give feedback or criticism in a constructive way.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resolve conflicts when working with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make sure I understand my role and seek clarification if needed when working with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understand that people are different, have different strengths and abilities, different perspectives, different ways of doing things.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understand and recognizes the roles of others; seek clarification of roles if necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accept decisions made by the group.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Share and support common goals or objectives - what the group wants to achieve.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take steps to ensure that nobody in a group feels left out or undervalued.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exercise flexibility; sometimes accepting and going with someone else's way of doing things.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receive feedback or criticism in a constructive way.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respect the time of other team members; being punctual for meetings; turning up; taking turns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Self-reflection: Communication

Strong communication skills help you share information in a way that others can clearly understand. You also need strong communication skills to listen to, pay attention to, and understand others. In all jobs, communication skills are important for developing good working relationships with co-workers and clients, including those from different backgrounds and cultures.

You also need these skills to work effectively in a team, understand a variety of viewpoints, and to gather and share information while problem solving – whether at work or in your daily life.

- ❖ Reflecting on your answers to the questionnaire above, what would you say are your strengths when it comes to communication?

- ❖ Reflecting on your answers to the questionnaire above, what are skills you could build when it comes to communication?

Self-reflection: Collaboration

Modern workplaces are diverse, and many jobs require you to work with others from different backgrounds and cultures to complete tasks and solve problems. It is important to be able to work respectfully with people who have different professions, experiences, cultures, and backgrounds.

Collaboration skills help you perform better in a team by understanding how to support and value others, manage difficult interactions, and contribute to the team's work.

Strong collaboration skills help you build and maintain positive relationships with others at work, in school, and in other parts of your life.

- ❖ Reflecting on your answers to the questionnaire above, what would you say are your strengths when it comes to collaboration?

- ❖ Reflecting on your answers to the questionnaire above, what are skills you could build when it comes to collaboration?