

Activity 1

REDISCOVERING MY SKILLS

*Understanding my Abilities and Limitations
While Living with a Disability*



COALITION ONTARIENNE DE FORMATION DES ADULTES

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Learner's name :**Date:**

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ACTIVITY 1

Level 2 Employment Independence Secondary school Postsecondary Apprenticeship

The Skills for Success are designed to help us succeed in a quickly changing world. We all benefit from having these skills. They can help us get a job, advance in our current job or change jobs. They can also help us become active members of our community and succeed in learning.

Instructions

- A. Read carefully the definition and examples for each of the Skills for Success.
- B. For each skill, describe at least one concrete example that clearly demonstrates your ability to perform or use the skill, considering your limitations.
- C. Before choosing an example, think about how you would act in this situation.

1. Reading

Reading is the ability to find, understand, and use information presented through words, symbols, and images. Reading helps to understand and interpret the meaning within a text. Reading is also important in day-to-day activities, such as understanding changes in travel advisories and interpreting the important messages in articles.

Examples include:

- reading a text and extracting key information or general meaning;
- reading items such as emails, reports, news articles or instructions to understand, learn and evaluate;
- analyzing information from a variety of sources or from long and complex texts.

Provide at least one specific example, based on personal or professional experience, that demonstrates how you can perform or use this skill while considering your limitations.

2. Communication

Communication is the ability to receive, understand, consider, and share information and ideas through speaking, listening, and interacting with others.

Examples include:

- listening, providing or obtaining information;
- welcoming, reassuring or convincing people (serving customers and discussing ideas);
- facilitating discussions.

Provide at least one specific example, based on personal or professional experience, that demonstrates how you can perform or use this skill while considering your limitations.

3. Writing

Writing is the ability to share information using written words, symbols, and images.

Examples include:

- filling out simple and complex forms;
- writing a text to inform or convince readers;
- drafting an analysis or comparative document.

Provide at least one specific example, based on personal or professional experience, that demonstrates how you can perform or use this skill while considering your limitations.

4. Numeracy

Numeracy is the ability to find, understand, use, and report mathematical information presented through words, numbers, symbols, and graphics.

Examples include:

- performing calculations, taking measurements, modifying quantities, making estimates;
- managing budgets;
- planning your day and adapting to changes.

Provide at least one specific example, based on personal or professional experience, that demonstrates how you can perform or use this skill while considering your limitations.

5. Digital

Digital skills are the ability to use digital technology and tools to find, manage, apply, create and share information and content.

Examples include:

- using word processing software;
- creating and modifying spreadsheets;
- using social media.

Provide at least one specific example, based on personal or professional experience, that demonstrates how you can perform or use this skill while considering your limitations.

6. Problem solving

Problem solving is the ability to identify, analyze, propose solutions, and make decisions. Problem solving helps to address issues, monitor success, and learn from the experience.

Examples include:

- making decisions;
- planning and organizing tasks;
- identifying and solving problems.

Provide at least one specific example, based on personal or professional experience, that demonstrates how you can perform or use this skill while considering your limitations.

7. Collaboration

Collaboration is the ability to contribute and support others to achieve a common goal.

Examples include:

- working as part of a team;
- providing important support to other members of the team in carrying out a project;
- participating in supervision or management activities.

Provide at least one specific example, based on personal or professional experience, that demonstrates how you can perform or use this skill while considering your limitations.

8. Adaptability

Adaptability is the ability to achieve or adjust goals and behaviours when expected or unexpected change occurs, by planning, staying focused, persisting, and overcoming setbacks.

Examples include:

- changing work plans to meet new deadlines;
- learning to work with new tools;
- improving your skills through feedback.

Provide at least one specific example, based on personal or professional experience, that demonstrates how you can perform or use this skill while considering your limitations.

9. Creativity and Innovation

Creativity and innovation are the abilities to imagine, develop, express, encourage, and apply ideas in ways that are novel, unexpected, or challenge existing methods and norms.

Examples include:

- discover better ways of doing things to become more efficient;
- developing new products;
- delivering services in a new way.

Provide at least one specific example, based on personal or professional experience, that demonstrates how you can perform or use this skill while considering your limitations.

Hand in the activity to your practitioner, who will then review it and provide you with feedback on your assessment of your skills. This interaction will assist you with your learning and help you achieve your goals.

References:

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