



### My Key Skills

Select all the skills that apply to you:

- |   |  |
|---|--|
| <input type="radio"/> Active learning                   | <input type="radio"/> Operation and control    |
| <input type="radio"/> Active listening                  | <input type="radio"/> Operations analysis      |
| <input type="radio"/> Complex problem solving           | <input type="radio"/> Operations monitoring    |
| <input type="radio"/> Co-ordination                     | <input type="radio"/> Persuasion               |
| <input type="radio"/> Critical thinking                 | <input type="radio"/> Programming              |
| <input type="radio"/> Equipment maintenance             | <input type="radio"/> Quality control analysis |
| <input type="radio"/> Installation                      | <input type="radio"/> Reading comprehension    |
| <input type="radio"/> Instructing                       | <input type="radio"/> Repairing                |
| <input type="radio"/> Judgement and decision making     | <input type="radio"/> Science                  |
| <input type="radio"/> Learning strategies               | <input type="radio"/> Service orientation      |
| <input type="radio"/> Management of financial resources | <input type="radio"/> Social perceptiveness    |
| <input type="radio"/> Management of material resources  | <input type="radio"/> Speaking                 |
| <input type="radio"/> Management of personal resources  | <input type="radio"/> Systems analysis         |
| <input type="radio"/> Monitoring                        | <input type="radio"/> Systems evaluation       |
| <input type="radio"/> Negotiation                       | <input type="radio"/> Technology design        |
| <input type="radio"/> Mathematics                       | <input type="radio"/> Time management          |
|   | <input type="radio"/> Troubleshooting          |
|   | <input type="radio"/> Writing                  |

### Career Trek Match 1: Title and description

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This job will:

1. Use the following skill sets (based on key skills):

- ---
- ---
- ---
- ---

2. Require \_\_\_\_ years of post-secondary education/training.

3. Provide an annual salary of: \_\_\_\_\_.

My key skill gap(s) \_\_\_\_\_

My actions to reduce gap(s) \_\_\_\_\_

### Career Trek Match 2: Title and description

\_\_\_\_\_  
\_\_\_\_\_

This job will:

1. Use the following skill sets (based on key skills):

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

2. Require \_\_\_\_ years of post-secondary education/training.

3. Provide an annual salary of: \_\_\_\_\_.

My key skill gap(s) \_\_\_\_\_

My actions to reduce gap(s) \_\_\_\_\_

### Personal Career Choice 3: Title and description

\_\_\_\_\_  
\_\_\_\_\_

This job will:

1. Use the following skill sets (based on key skills):

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

2. Require \_\_\_\_ years of post-secondary education/training.

3. Provide an annual salary of: \_\_\_\_\_.

My key skill gap(s) _____ My actions to reduce gap(s) _____
<b>Personal Career Choice 4: Title and description</b> _____ _____ This job will: 1. Use the following skill sets (based on key skills): • _____ • _____ • _____ • _____ 2. Require _____ years of post-secondary education/training. 3. Provide an annual salary of: _____. My key skill gap(s) _____ My actions to reduce gap(s) _____

### 35 Skills Definitions

**Active learning:** Understanding how new information could be used to solve current and future problems in making decisions.

**Active listening:** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.

**Complex problem solving:** Being able to solve novel, ill-defined problems in complex, real-world settings.

**Coordination:** Adjusting actions in relation to others' actions.

**Critical thinking:** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Equipment maintenance:** Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

**Equipment selection:** Determining the kinds of tools and equipment needed to do a job.

**Installation:** Installing equipment, machines, wiring or programs to meet specifications.

**Instructing:** Teaching others how to do something.

**Judgment and decision making:** Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Learning strategies:** Choosing and using training, instructional methods and procedures appropriate for the situation when learning or teaching new things.

**Management of financial resources:** Determining how money will be spent to get the work done and accounting for these expenses.

**Management of material resources:** Getting and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

**Management of personnel resources:** Motivating, developing and directing people as they work and identifying the best people for the job.

**Mathematics:** Using mathematics to solve problems.

**Monitoring:** Keeping track of and assessing your performance, other individuals, or organizations to make improvements or take corrective action.

**Negotiation:** Bringing others together and trying to reconcile differences

**Operation and control:** Controlling operations of equipment or systems.

**Operations analysis:** Analyzing operational and product needs to create a design.

**Operations monitoring:** Watching gauges, dials or other indicators to make sure that a machine is working properly.

**Persuasion:** Convincing others to change their mind or behaviour.

**Programming:** Writing computer programs for various purposes.

**Quality control analysis:** Conducting tests and inspections of products, services or processes to evaluate quality or performance.

**Reading comprehension:** Understanding written sentences and paragraphs in work-related documents.

**Repairing:** Repairing machines or systems using the needed tools.

**Service orientation:** Actively looking for ways to help people.

**Science:** Using scientific rules and methods to solve problems.

**Social perceptiveness:** Being aware of others' reactions and understanding why they react as they do.

**Speaking:** Talking to others to share information effectively.

**Systems analysis:** Determining how a system should work and how changes in conditions, operations and the environment will affect outcomes.

**Systems evaluation:** Identifying measures or indicators of system performance and the actions needed to improve or correct performance, while meeting the goals of the system.

**Technology design:** Creating or adapting equipment and technology to serve user needs.

**Time management:** Managing one's own time and the time of others.

**Troubleshooting:** Determining causes of operating errors and deciding what to do about it.

**Writing:** Communicating effectively in writing, as appropriate, for the needs of the audience.