

Reflection Exercise: My Skills and Aptitudes

A. ASSESSING MY SKILLS AND APTITUDES

Employability skills are the skills one needs to enter, stay, and succeed in the world of work.

Here is a list of skills. It is not exhaustive, but it can help you identify your own work skills. According to the following scale, rate your level of skill in each task. Choose the rating that best suits your impressions.

4 Very competent – 3 Reasonably competent – 2 Not very competent – 1 Not at all competent

COMMUNICATION SKILLS

4	3	2	1	Corresponding in written form
4	3	2	1	Editing
4	3	2	1	Explaining ideas and actions
4	3	2	1	Fundraising
4	3	2	1	Persuading and influencing people
4	3	2	1	Programming products and events
4	3	2	1	Proofreading
4	3	2	1	Selling ideas, products and policies
4	3	2	1	Writing (e.g. creative, technical or professional)
4	3	2	1	Speaking in public
4	3	2	1	Having dramatic abilities
4	3	2	1	Demonstrating oral clarity
4	3	2	1	Translating in written and spoken form
4	3	2	1	Using foreign languages
4	3	2	1	Demonstrating listening skills

CREATIVE SKILLS

4	3	2	1	Conceptualizing ideas
4	3	2	1	Creating (e.g. art, ideas, inventions)
4	3	2	1	Designing (e.g. decoration, conception)
4	3	2	1	Displaying ideas and products
4	3	2	1	Demonstrating artistic and conceptual imagination
4	3	2	1	Sketching
4	3	2	1	Creating works of art (music, painting, writing)

INTERPERSONAL SKILLS

4	3	2	1	Meeting with public
4	3	2	1	Coaching and tutoring
4	3	2	1	Demonstrating general conversational ease
4	3	2	1	Counselling
4	3	2	1	Entertaining, giving parties, hosting social events
4	3	2	1	Handling complaints

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4	3	2	1	Motivating people
4	3	2	1	Teaching
4	3	2	1	Helping people on a personal level
4	3	2	1	Interviewing
4	3	2	1	Negotiating
4	3	2	1	Establishing a rapport with people
4	3	2	1	Correcting problems
4	3	2	1	Taking direction from others
4	3	2	1	Mediating
4	3	2	1	Working with others
4	3	2	1	Participating in projects and tasks

RESEARCHING SKILLS

4	3	2	1	Analyzing situations and data
4	3	2	1	Compiling data and facts in a systemic way
4	3	2	1	Inspecting physical objects
4	3	2	1	Testing
4	3	2	1	Investigating scientific items and phenomena
4	3	2	1	Observing physical events
4	3	2	1	Observing human and animal behavior
4	3	2	1	Recording data and ideas
4	3	2	1	Researching
4	3	2	1	Predicting needs, trends and markets
4	3	2	1	Working in laboratories
4	3	2	1	Investigative work
4	3	2	1	Synthesizing information

MANAGERIAL SKILLS

4	3	2	1	Administering human resources, programs and activities
4	3	2	1	Budgeting
4	3	2	1	Classifying of information
4	3	2	1	Coordinating people, events and tasks
4	3	2	1	Deciding and strategizing
4	3	2	1	Delegating tasks and responsibilities
4	3	2	1	Evaluating performance, data and outcomes
4	3	2	1	Doing group facilitation
4	3	2	1	Managing personnel and activities
4	3	2	1	Organizing personnel and events
4	3	2	1	Planning, goal setting and budgeting
4	3	2	1	Record-keeping
4	3	2	1	Supervising people
4	3	2	1	Training people
4	3	2	1	Working on committees
4	3	2	1	Demonstrating leadership

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4	3	2	1	Paying attention to detail
4	3	2	1	Making financial transactions
4	3	2	1	Scheduling and time management
4	3	2	1	Working under pressure
4	3	2	1	Formulating policies and procedures
4	3	2	1	Problem-solving
4	3	2	1	Having a good memory for facts, figures, people
4	3	2	1	Identifying problems
4	3	2	1	Establishing priorities

MANUAL / PHYSICAL SKILLS

4	3	2	1	Assembling equipment
4	3	2	1	Constructing objects
4	3	2	1	Operating equipment
4	3	2	1	Repairing things
4	3	2	1	Building things (e.g. construction)
4	3	2	1	Demonstrating manual dexterity
4	3	2	1	Having stamina
4	3	2	1	Working outdoors
4	3	2	1	Demonstrating hand-eye coordination

TECHNICAL / COMPUTATIONAL SKILLS

4	3	2	1	Calculating
4	3	2	1	Estimating costs and physical space
4	3	2	1	Interpreting data, scientific or technical language
4	3	2	1	Programming equipment and information
4	3	2	1	Troubleshooting with equipment and in situations
4	3	2	1	Using scientific, engineering and medical instruments
4	3	2	1	Processing electronic data
4	3	2	1	Understanding technical manuals
4	3	2	1	Computing quantitative data
4	3	2	1	Quantitative reasoning (e.g. data interpretation and analysis)
4	3	2	1	Developing mathematical models
4	3	2	1	Solving quantitative problems

PERSONAL MANAGEMENT SKILLS

4	3	2	1	Demonstrating positive attitudes and behaviors
4	3	2	1	Being responsible
4	3	2	1	Being adaptable
4	3	2	1	Learning continuously
4	3	2	1	Working safely

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B. SUMMARIZING MY SKILLS AND APTITUDES

1. What are my five strongest skills?

2. What are my five least developed skills?

3. Which skills do I want to improve?



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