



Skills for Success Day

The Skills for Success are the key to learning and help you to be your best at work and in life.

Find out more about the skills and examples of when we use them.

Skill

What is it

When we use it



Reading

Find, understand, and use information presented through words, symbols and images.

- Find information on forms
- Follow instructions
- Learn other skills



Writing

Share information using written words, symbols and images.

- Fill out forms
- Create reports
- Compose an email



Numeracy

Find, understand, use, and report mathematical information presented through words, numbers, symbols, and graphics.

- Make calculations
- Sort numbers
- Manage finances



Digital

Use digital technology and tools to find, manage, apply, create and share information and content.

- Purchase online
- Use a smartphone
- Create spreadsheets



Problem Solving

Identify, analyze, propose solutions, and make decisions to address issues; monitor success; and learn from the experience.

- Make hiring decisions
- Troubleshoot a technical issue
- Choose a plan of action



Communication

Receive, understand, consider, and share information and ideas through speaking, listening, and interacting with others.

- Listen to instructions
- Talk about ideas
- Gather and share information



Collaboration

Contribute and support others to achieve a common goal.

- Help team members
- Work together to complete a task
- Manage difficult interactions



Adaptability

Achieve or adjust goals and behaviours when expected or unexpected change occurs, by planning, staying focused, persisting, and overcoming setbacks.

- Meet new deadlines
- Learn to use new tools
- Manage change



Creativity and Innovation

Imagine, develop, express, encourage, and apply ideas in ways that are different, unexpected, or challenge existing methods and norms.

- Create new products
- Find a better way to do something
- Discover new ideas

