



# THE SKILLS & VALUES REPORT

Prepared for: **English Tref (tref.al@outlook.com)**

Date: **August 19, 2024**

The Skills & Values Report explores what you are good at and the things that are important to you at work. Working through your report will help identify your work and/or education options based on what you already know about yourself.

Your report will help you identify the skills you have and like doing, the skills you have no interest in using, as well as the skills you would like to have, but need to improve. It will also help you understand your different values and how they relate to the kind of work you want to do.

Follow the instructions in each section to make the best use out of The Skills & Values Report, and work on it at your own pace. There are no “right” or “wrong” answers.

Identifying what values and skills work well with you, and those that you don't work well with, are all valuable pieces of information.

SAMPLE

# Transferable Skills

---

Skills are important when considering your career path. Transferable skills go beyond the job title or job description. They are the abilities that you have already and have used in the past. For example: communication and organization skills can be used in a variety of jobs or careers, that's why they are called transferable skills.

Skills that you want to learn can be as important as the ones you already have, depending on where you are in your life and whether you have time to learn new skills before starting work.

On the following page you will see which of the skill cards you identified as: Like To Do, Would Like To Learn, and Don't Like To Do. On the page after, you will see the 9 Skills for Success from Employment and Social Development Canada; these skills are needed in the current labour market. Include these skills in the chart below; you may find that there is overlap with your top five skills in each category.

From your results, write the top five skills that you would like to use in your next job, in the "Like To Do" column and the top five skills that you don't have or don't want to do in the "Don't Like To Do" column. If you have time to train or pursue further education, add skills that you would like to develop for job/career purposes in the "Would Like To Learn" column.

Like To Do

Would Like To Learn

Don't Like To Do

Like To Do	Would Like To Learn	Don't Like To Do

## Like To Do

Interior Decorate  
Communication  
Creative Writing  
Program Administration  
Animal Health Care  
Make Decisions  
Writing  
Speak In Public  
Teach / Instruct / Train  
Coach  
Manage People  
Research  
Reading  
Conflict Resolution  
Social Media  
Cook Food  
Motivate Others  
Serve Customer / Patients / Clients  
Problem Solving  
Run Meetings  
Physical Labour

## Would Like To Learn

Organize Projects  
Medical Care  
Drive / Operate Vehicles  
Plan & Develop  
Keep Records Of Information  
Increase Efficiency  
Analyze Data  
Creativity & Innovation  
Take Inventory  
Create Strategies  
Inspect  
Repair Things  
Arrange Events  
Draw Specs / Sketches & Blueprints  
Sell  
Facilitate Groups / Meetings

## Don't Like To Do

Construct / Build  
Negotiate Agreements  
Use Hand / Power Tools  
Manage Budgets  
Audit Records  
Question / Interview Others  
Digital  
Network  
Interior Design  
Adaptability  
Counsel  
Collaboration  
Landscaping / Horticulture  
Use Complex Machinery  
Numeracy  
Public Outreach

SAMPLE

# Essential Workplace Skills

---

**Employment and Social Development Canada** have identified nine Skills for Success<sup>1</sup> that help you find work, get ahead at your current job, and stay competitive in a changing world or work. Consider the top five skills you identified on page 2 that you like to do and would like to learn. See how they fit into the Skills For Success. Keep in mind that your top five skills can fit in more than one category.

## 1. **Adaptability** - The ability to adapt to new situations and events.

Accepting that change happens within the world of work is an important piece of understanding the world of work. Being able to adapt to change or learning how to adjust when difficulties present themselves is an important skill to learn. Concentrating and being driven to succeed even when problems come up will help you increase your success in the world of work.

*Examples of use in the workplace:*

- Change to resources; changes to people, materials, or time
- Adjusting to new project expectations
- Welcoming and training new coworkers

## 2. **Collaboration** - The ability to work well with others.

Being able to cooperate well with others is an important skill to have in the workplace. Having the ability to work well in a team, and the ability to work through challenges is important to help you develop and grow soft skills in the workplace. With increasing diversity in the workplace, being able to adapt and collaborate with others is vital to increasing your success in the world of work.

*Examples of use in the workplace:*

- Team meetings
- Project management
- Social or workplace events

## 3. **Communication** - The ability to clearly communicate with others.

Being able to communicate well with others is an important ability to have in the world of work. Collecting, using, and sharing information with others can help you to better understand new ideas and discuss important information.

*Examples of use in the workplace:*

- Sharing ideas in a meeting
- Communicating difficulties with a coworker
- Discussing thoughts with your manager

# Essential Workplace Skills

---

## 4. Creativity & Innovation - The ability to create and develop new ideas.

Being able to think of new ways to do things in the workplace can help create more efficient processes and ultimately save time. Companies and people could benefit from your originality greatly.

*Examples of use in the workplace:*

- Creating automatic emails, spreadsheet formulas, or databases
- Thinking of a new way to automate a function that is normally done slowly
- Thinking of a new product that could be created and sold by the company

## 5. Digital - The ability to use digital machines to find, manage, apply, create and share information and content.

The ability to use technology has been a very important skill in the world of work for many years. Machines such as phones, computers, laptops, tablets, printers, and video recording equipment are all types of machines you may regularly use in the workplace.

*Examples of use in the workplace:*

- Gathering customer data on a laptop and creating a spreadsheet
- Using a tablet to create video for a social media post
- Processing online orders on a desktop computer and printing packing slips

## 6. Numeracy - The ability to use numbers to understand mathematical information.

Having the ability to understand mathematical information is important in the world of work. Being able to understand numbers, calculations, budgets and numerical estimations is important for functioning in today's society.

*Examples of use in the workplace:*

- Create and manage budgets
- Make change and hand out money
- Estimating time or money for work projects

## 7. Problem Solving - The ability to solve issues and make decisions.

In your career, you will encounter problems and difficulties. Being able to figure out how to solve issues in the workplace will be a very important skill. Finding out what is wrong with a machine, a process, or a document will really help you in your career.

*Examples of use in the workplace:*

- Determining what is wrong in the formatting of a document
- Trying to fix an issue with a printer and computer connection
- Reading an error code in a manual to discover why a machine is malfunctioning

# Essential Workplace Skills

---

## 8. Reading - The ability to read the written word.

The ability to read and understand what is being communicated is very important to succeeding in the world of work. Understanding and using words, sentences, paragraphs, and whole documents is important to being able to communicate effectively.

*Examples of use in the workplace:*

- Reading manuals or training documents
- Reviewing proposals, reading emails, or understanding text messages
- Looking for information in a file

## 9. Writing - The ability to use letters to form words and sentences to share information.

Using letters and words to form sentences is an important career and job skill. The ability to communicate effectively using the written word helps to share information from one person to another.

*Examples of use in the workplace:*

- Composing emails and documents in an effective and meaningful way
- Documenting meeting notes for later use
- Creating manuals for others to learn from

# Values

---

Knowing your values – what’s important to you, helps you understand the kind of work you want to do. The more our work reflects or supports our values, the more likely we are to be happy and satisfied in our jobs. What you never value is as important as what you always value.

On the following page you will see how you sorted each of the values cards into the three categories Strongly Value, Value At Times, and Do Not Value.

From your results, list the top 5 values that you Strongly Value and those you Don’t Value. These need to be considered when making a work/career choices. Things you sometimes value are not as important in choosing your career/work, so will not be listed.

**Strongly Value**

**Do Not Value**


## Strongly Value

Acknowledgement / Appreciation  
Working With Things  
Relationships  
Advancement  
Fun  
Solve Problems  
Belonging  
Nature / Outdoors  
Honesty / Integrity  
Decision Making  
Intuition  
Fast-Paced Environment  
Artistic  
Respect / Status  
Privacy / Solitary Work  
Detailed Work  
Travel  
High Salary  
Ethical Workplace  
Job Security  
Leisure / Balance

## Value At Times

Physical Ability  
Learning / Knowledge  
Persuade Others  
Location  
Challenging / Adventure  
Achievement / Accomplishment  
Working Under Tight Deadlines  
Supportive Supervisor  
Peaceful Environment  
Clear Directions  
Cooperation / Harmony  
Multi-Tasking  
Routine  
Precision Work  
High Standards  
Competition

## Do Not Value

Commitment  
Humanitarian Work  
Creativity / Innovation  
Expertise  
Democracy  
A Lover of Beauty  
Productive  
Assist People  
Competence  
Variety  
Clean & Orderly  
Moral Fulfillment  
Authority  
Freedom / Independence  
Interaction With People  
Leadership

SAMPLE



# Summary

---

Top 5 **skills** that I like, and am **good at**:

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

Top 5 **skills** that I like, but **need to learn**:

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

Action plan for learning/acquiring skills:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Top 5 work **values**:

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

The Winnipeg Transition Centre wishes to acknowledge the Founder and former Executive Director, the late Ron Bartlette, for his vision and leadership in developing the Values and Skills Assessment Cards. The cards have become both valuable as resource materials and as components of our Career Planning Coach workshops. We would also like to thank the members of our staff who worked with Ron to first introduce these cards and who continue to collaborate with our community service partners in updating the cards to the current version.