Skills for Success for Experienced Workers (SSEW)

Introduction: Welcome to the SSEW Model Outcome Mapping spreadsheet! WoodGreen has cross-referenced the SSEW curriculum with the Skills for Success (SFS) model to highlight the connections between program content/activities and corresponding SFS skills. The spreadsheet breaks down the SSEW curriculum by day for your convenience. You can access specific tabs to view the SFS skills covered on each teaching day. By referring to the program schedule alongside the spreadsheet, you can gain a holistic understanding of the curriculum and its impact on skill acquisition.

Navigating Tabs: Tabs are located at the bottom of the Excel window, labeled with respective teaching days (e.g., Day 1, Day 2, etc.). Click on the tab corresponding to the teaching day to explore the content.

Tab Structure: Each tab contains the following columns:
Day Reference: A reference to the specific teaching day.
Classification : Classification of the SFS skill.
Components : Key components of the SFS skills.
Behavioral Manifestation : Behavioral manifestations of the SFS skills.
Relevant Content in Curriculum : How the curriculum reflects the SFS skills.

Using the File: If you are proficient in Excel, feel free to adjust the settings in the Field List of the PivotTable to suit your requirements. The raw data is stored in the last tab.

Reference: Skills for Success - Skill components and proficiency levels
(https://www.canada.ca/en/services/jobs/training/initiatives/skills-success/learning-steps.html)

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Request the editable spreadsheet file at www.woodgreen.org/resources-skills-for-success-for-experienced-workers

Day Reference	Classification	Components	Behavioral manifestation	Relevant Content in Curriculum
1	Adaptability	Seek self-improvement	Reflect on your own skill sets and resources	1 Life Mapping
	Collaboration	Value diversity and inclusivity of others	Acknowledge and accept differences among people (e.g., characteristics, abilities, cultures, religions, values)	1 Icebreaker
			Understand that people from different cultures, backgrounds, and abilities can have different customs, values, and ways of thinking and acting.	1 Life Mapping
		Work well with other people	Adhere to social and organizational rules (e.g., be on time)	1 Icebreaker
			Encourage supportive and cooperative behaviours, language, attitudes, and approaches	1 Icebreaker
			Engage in trust building behaviours	1 Icebreaker
	Communication	Adapt to your audience & Context	Understand & manage risk on (Reputation / Relationship / Sharing confidential Info)	1 Life Mapping
		Listen to understand	Detect the speaker purpose & intention	1 Icebreaker
			Interpret & Reconcile different perspectives	1 Icebreaker
	Digital	Use common digital tools to complete tasks	Select appropriate digital tools based on your goals and purposes of tasks	1 My Device
		Use digital devices including computers, tablets, smart phones, and other handheld devices	Identify and use the basic functions common to most devices	1 My Device
			Know the basic terminology common to most digital devices	1 My Device
		Use online tools and platforms	Use online communication and social media platforms (e.g., Zoom, Twitter, emails)	1 MS Outlook
	Writing	Identify the task that requires you to write	Identify the topic	1 MS Outlook
		Use written words and phrases so you can achieve the purpose of the writing task	Use correct grammar (e.g., appropriate verb tense, subject-verb agreement)	1 MS Outlook

Day Reference	Classification	Components	Behavioral manifestation	Relevant Content in Curriculum
2	Adaptability	Plan and prioritize	Define tasks, milestones, and longer-term strategies to achieve goals	2 Goal Setting
		Set or adjust your goals and expectations	Define expectations and standards for reaching goals	2 Goal Setting
			Set goals and expectations based on your skill sets, available resources and supports	2 Goal Setting
	Communication	Speak with Purpose	Use Appropriate Facts / Examples / Structure	2 Lumina Portrait
	Digital	Use common digital tools to complete tasks	Use digital tools to enhance accessibility for yourself and others when needed (e.g., screen magnifier)	2 MS Word
		Use digital devices including computers, tablets, smart phones, and other handheld devices	Identify the goals and purposes of the digital task	2 MS Word
		Use digital information	Store and organize digital information in a logical order (e.g., download online files in a local folder on a computer using files, folders, tags, etc.)	2 Lumina assessment
		Use online tools and platforms	Use online forms (e.g., for purchases, opening accounts, job applications)	2 Lumina assessment
	Reading	Identify the information contained in the document(s)	Look through multiple pieces of information contained in document	2 Lumina Portrait
	Writing	Plan the writing task	Identify the information to include in the writing task	2 Goal Setting
		Use written words and phrases so you can achieve the purpose of the writing task	Produce legible handwritten text when needed (Note: handwritten text may become obsolete over time)	2 Goal Setting

Day Reference	Classification	Components	Behavioral manifestation	Relevant Content in Curriculum
3	Adaptability	Persist and persevere	Anticipate changes	3 Growth Mindset
			Identify when to keep trying and when to adapt your approach and mindset	3 Growth Mindset
		Seek self-improvement	Learn from setbacks and mistakes	3 Growth Mindset
	Collaboration	Manage difficult interactions with other people	Engage in productive discussions.	3 Growth Mindset
		Work well with other people	Assess strengths and weaknesses of yourself and others	14 Presentation Practice
				3 Adaptability workbook
	Communication	Adapt to your audience & Context	Identify & Understand the needs	3 Learning Circles
		Listen to understand	Prepare a relevant response	3 Growth Mindset
		Speak with Purpose	Use Appropriate Facts / Examples / Structure	3 Adaptability workbook
	Creativity & Innovation	Apply your ideas	Learn from failures to improve	3 Growth Mindset
		Use your imagination and curiosity	Show interest in learning and applying new things	3 Growth Mindset
	Problem Solving	Analyze the issue	Seek patterns make connection across information	3 Labour Market Analysis
		Evaluate the effectiveness of the solution or decision	Provide opportunities for feedback from others	3 write Situation-Action-Result (SAR) stories
		Gather information to help you address the issue	Conduct research and collect relevant information	3 Labour Market Analysis
	Reading	Identify the information contained in the document(s)	Locate key information in various types of documents (e.g., tables, charts, maps, articles, magazines, and books)	3 Labour Market Analysis
			Look through multiple pieces of information contained in document	3 Soft Skills Article
			Pull out relevant information from documents	3 Labour Market Analysis
		Identify the task that requires you to read	Recognize why reading will help you achieve a goal	3 Labour Market Analysis
	Writing	Choose the appropriate format for the writing task	To organize information or ideas, use paragraphs, bullet points, numbered list, sub headings, etc.	3 Master Resume
		Identify the task that requires you to write	Identify the goals and purposes of the writing task (e.g., to narrate, to persuade) .	3 write Situation-Action-Result (SAR) stories
		Plan the writing task	Draft outline	3 write Situation-Action-Result (SAR) stories
			Gather information	3 Master Resume
			Generate ideas.	3 write Situation-Action-Result (SAR) stories
			Identify the information to include in the writing task	3 write Situation-Action-Result (SAR) stories

Day Reference	Classification	Components	Behavioral manifestation	Relevant Content in Curriculum
4	Adaptability	Demonstrate responsibility	Manage your time to demonstrate your understanding of limited resources (e.g., punctuality, not wasting time)	4 Resume and Cover Letter
	Digital	Use common digital tools to complete tasks	Use software, mobile applications, and other digital tools for a purpose (e.g., MS Office)	4 OneDrive
				4 Outlook Calendar
		Use digital devices including computers, tablets, smart phones, and other handheld devices	Identify the goals and purposes of the digital task	4 MS Teams
		Use digital information	Navigate digital content (e.g., website navigation, click the "Back" and "Next" buttons & scroll through documents)	4 Digital Binder
			Store and organize digital information in a logical order (e.g., download online files in a local folder on a computer using files, folders, tags, etc.)	4 OneDrive
		Use online tools and platforms	Use online information-sharing platforms (e.g., Dropbox)	4 OneDrive
	Writing	Choose the appropriate format for the writing task	To organize information or ideas, use paragraphs, bullet points, numbered list, sub headings, etc.	4 Resume and Cover Letter
		Identify the task that requires you to write	Identify the audience	4 Resume and Cover Letter
		Plan the writing task	Draft outline	4 Resume and Cover Letter

Day Reference	Classification	Components	Behavioral manifestation	Relevant Content in Curriculum
5	Collaboration	Facilitate an environment where you can collaborate with others	Acknowledge roles of yourself and others.	5 Online Job Search
	Creativity & Innovation	Generate ideas that are novel to yourself or others	Acknowledge and work with uncertainty and unpredictability	5 Online Job Search
	Digital	Use common digital tools to complete tasks	Use software, mobile applications, and other digital tools for a purpose (e.g., MS Office)	5 MS Teams
		Use digital devices including computers, tablets, smart phones, and other handheld devices	Identify and use the basic functions common to most devices	5 MS Teams
		Use digital information	Carry out digital searches to find information and content (e.g., know how to use the 'Search' function in a PDF document, know how to use search engines such as Google)	5 Online Job Search
			Evaluate the relevance and reliability of digital information (e.g., recognize which websites are credible from a list of Google search results)	5 Online Employment Scams
			Navigate digital content (e.g., website navigation, click the "Back" and "Next" buttons & scroll through documents)	5 Online Job Search
			Store and organize digital information in a logical order (e.g., download online files in a local folder on a computer using files, folders, tags, etc.)	5 Online Job Search
		Use online tools and platforms	Use online forms (e.g., for purchases, opening accounts, job applications)	5 Online Job Search
	Problem Solving	Gather information to help you address the issue	Conduct research and collect relevant information	5 Online Employment Scams
	Writing	Plan the writing task	Determine how much you need to write and the level of details to include	5 Online Employment Scams

Day Reference	Classification	Components	Behavioral manifestation	Relevant Content in Curriculum
6	Communication	Adapt to your audience & Context	Identify & Understand the Context	6 MS Teams
	Digital	Use common digital tools to complete tasks	Use software, mobile applications, and other digital tools for a purpose (e.g., MS Office)	6 MS Teams
		Use digital devices including computers, tablets, smart phones, and other handheld devices	Identify the goals and purposes of the digital task	6 MS Teams
	Problem Solving	Analyze the issue	Identify possible cause-and-effec linkages	6 Employer Perspective
		Evaluate the effectiveness of the solution or decision	Identify best practice and lesson learned from the experience	6 Employer Perspective
		Identify the issue to be addressed	Identify if you need to make a decision	6 Employer Perspective

Day Reference	Classification	Components	Behavioral manifestation	Relevant Content in Curriculum
7	Collaboration	Achieve a common goal with others	Consult and share with others when needed and appropriate	7 Learning Circles
			Ensure opportunities for others to contribute.	7 Learning Circles
			Take responsibility to make contributions and complete tasks.	7 Learning Circles
		Facilitate an environment where you can collaborate with others	Support others through coaching, mentoring, and motivating	7 Assertive Communication
		Manage difficult interactions with other people	Discuss, negotiate, and resolve difficult interactions in a sensitive and helpful manner.	7 Assertive Communication
		Reflect and improve on teamwork	Make constructive suggestions for improvement.	7 Assertive Communication scenario
			Use feedback constructively	7 Assertive Communication scenario
	Communication	Adapt to other people comm. tools & modes	Choosing the best content / Structure / Approach	7 Assertive Communication
		Adapt to your audience & Context	Choose (tone / Language / Gesture) depending on the context & audience	7 Assertive Communication
				7 Learning Circles
			Identify & Understand the Context	7 Assertive Communication scenario
			Understand & manage risk on (Reputation / Relationship / Sharing confidential Info)	7 Assertive Communication
		Listen to understand	Prepare a relevant response	7 Assertive Communication scenario
		Speak with Clarity	Use the right grammar / pronounciation / Cadence & Rhythm	7 Communication Styles Self-Assessment
	Problem Solving	Develop multiple routes of action	Consider the short and long-term implications of different options	7 Assertive Communication
		Evaluate the effectiveness of the solution or decision	Provide opportunities for feedback from others	7 Assertive Communication scenario

Day Reference	Classification	Components	Behavioral manifestation	Relevant Content in Curriculum
8	Adaptability	Regulate your emotions when appropriate	**Be positive and optimistic**	8 Interview Preparation
	Collaboration	Manage difficult interactions with other people	**Discuss, negotiate, and resolve difficult interactions in a sensitive and helpful manner.**	8 Interview Preparation
		Work well with other people	**Adhere to social and organizational rules (e.g., be on time)**	8 Interview Preparation
	Communication	Adapt to your audience & Context	**Identify & Understand the Context**	8 LinkedIn
			Identify & Understand the needs	8 Interview Preparation
		Listen to understand	**Prepare a relevant response**	8 Interview Preparation
		Speak with Clarity	**Use the right grammar / pronounciation / Cadence & Rhythm**	8 Interview Preparation
		Speak with Purpose	**Use Appropriate Facts / Examples / Structure**	8 Interview Preparation
	Digital	Use online tools and platforms	**Use online communication and social media platforms (e.g., Zoom, Twitter, emails)**	8 LinkedIn
			Use online forms (e.g., for purchases, opening accounts, job applications)	8 Mock Interview Practice
	Problem Solving	Gather information to help you address the issue	**Conduct research and collect relevant information**	8 LinkedIn
				8 Interview Preparation
			Seek help from others if needed	8 LinkedIn
	Writing	Choose the appropriate language and style for the writing task	**Use formal and informal tone and language appropriate for audience and context.**	8 LinkedIn

Day Reference	Classification	Components	Behavioral manifestation	Relevant Content in Curriculum
9	Adaptability	Demonstrate responsibility	Fulfill assigned tasks to demonstrate dependability	9 Creative Problem-Solving
	Collaboration	Manage difficult interactions with other people	Engage in productive discussions.	9 Creative Problem-Solving
		Reflect and improve on teamwork	Reflect on team performance.	9 Creative Problem-Solving
		Value diversity and inclusivity of others	Respond without judging people for their different opinions, ideas, and views	9 Creative Problem-Solving
	Communication	Adapt to your audience & Context	Identify & Understand the needs	9 Creative Problem-Solving
		Listen to understand	Prepare a relevant response	9 Behavioural, Situational and Difficult Questions
	Creativity & Innovation	Generate ideas that are novel to yourself or others	Deviate from existing processes, thinking, and approaches	9 Creative Problem-Solving
			Use an inquisitive approach (e.g., ask questions even when there is no obvious answer)	9 Creative Problem-Solving
		Use your imagination and curiosity	Be open to new ideas without judging and setting limitations	9 Creative Problem-Solving
	Problem Solving	Address the issue	Use thinking strategies to choose the best course of action	9 Creative Problem-Solving
		Analyze the issue	Think critically about the issuus using the information gathered	9 Behavioural, Situational and Difficult Questions
		Develop multiple routes of action	Create multiple options for action	9 Creative Problem-Solving
		Evaluate the effectiveness of the solution or decision	Identify best practice and lesson learned from the experience	9 Creative Problem-Solving
			Provide opportunities for feedback from others	9 Behavioural, Situational and Difficult Questions
		Identify the issue to be addressed	Identify the goal and objective you need to achieve	9 Creative Problem-Solving

Day Reference	Classification	Components	Behavioral manifestation	Relevant Content in Curriculum
10	Adaptability	Regulate your emotions when appropriate	Be positive and optimistic	10 Protect Your Mental Health Article
			Stay calm when you are facing setbacks	10 Protect Your Mental Health Article
		Seek self-improvement	Find opportunities for improving yourself	10 BounceBack Ontario website
		Set or adjust your goals and expectations	Set goals and expectations based on your skill sets, available resources and supports	10 Maintenance Self-Care Worksheet
	Collaboration	Value diversity and inclusivity of others	Acknowledge and accept differences among people (e.g., characteristics, abilities, cultures, religions, values)	10 Power Flower Worksheet
			Respond without judging people for their different opinions, ideas, and views	10 Systemic Chatter and Counter Chatter
			Understand that people from different cultures, backgrounds, and abilities can have different customs, values, and ways of thinking and acting.	10 Systemic Chatter and Counter Chatter
	Communication	Listen to understand	Interpret & Reconcile different perspectives	10 Systemic Chatter and Misconceptions
		Listen with Intention & attention	Consider self & others' conscious / non conscious biases & judgement	10 Systemic Chatter and Counter Chatter
	Creativity & Innovation	Develop your ideas	Reverse ideas and approaches to see if the opposite is true	10 Systemic Chatter and Counter Chatter
		Identify opportunities for you to innovate	Challenge norms, habits, and preconceptions where appropriate	10 Systemic Chatter and Counter Chatter
		Use your imagination and curiosity	Imagine different situations and possibilities	10 Systemic Chatter and Counter Chatter
	Problem Solving	Address the issue	Apply the best course of action to make decision to solve problem	10 Systemic Chatter and Counter Chatter
		Analyze the issue	Think critically about the issuus using the information gathered	10 Protect Your Mental Health Article
		Gather information to help you address the issue	Differentiate facts from opinions	10 Systemic Chatter and Misconceptions
			Recognize and manage biases pre-conceptions and habits	10 Systemic Chatter and Counter Chatter
			Seek help from others if needed	10 Workplace Allyship
		Identify the issue to be addressed	Identify the goal and objective you need to achieve	10 Maintenance Self-Care Worksheet
			Identify the nature of the issue	10 Systemic Chatter and Misconceptions
	Reading	Identify the task that requires you to read	Identify the goals and purposes of the reading activity	10 Protect Your Mental Health Article

Day Reference	Classification	Components	Behavioral manifestation	Relevant Content in Curriculum
11	Adaptability	Demonstrate responsibility	Focus your attention on the current task	11 Customer Service
		Persist and persevere	Reflect and evaluate what changes have happened and what is coming	11 Customer Service
		Seek self-improvement	Find opportunities for improving yourself	11 Active Body Active Mind
		Set or adjust your goals and expectations	Define expectations and standards for reaching goals	11 Active Body Active Mind
	Collaboration	Achieve a common goal with others	Consult and share with others when needed and appropriate	11 Learning Circles
			Ensure opportunities for others to contribute.	11 Learning Circles
			Take responsibility to make contributions and complete tasks.	11 Learning Circles
		Value diversity and inclusivity of others	Adapt to people's different styles of interaction when possible and appropriate	11 Cultural Diversity
			Understand that people from different cultures, backgrounds, and abilities can have different customs, values, and ways of thinking and acting.	11 Cultural Diversity
		Work well with other people	Engage in trust building behaviours	11 Customer Service
	Communication	Adapt to other people comm. tools & modes	Choosing the best content / Structure / Approach	11 Cultural Diversity
		Adapt to your audience & Context	Choose (tone / Language / Gesture) depending on the context & audience	11 Customer Service
				11 Learning Circles
		Listen to understand	Analyze people argument & positions	11 Customer Service
			Assess facts' reliability & validity	11 Active Body Active Mind
			Interpret & Reconcile different perspectives	11 Cultural Diversity
		Listen with Intention & attention	ask question to confirm understanding	11 Customer Service
			Use body language to show active listening / attention	11 Customer Service
	Creativity & Innovation	Use your imagination and curiosity	Imagine different situations and possibilities	11 Customer Service
	Problem Solving	Address the issue	Apply the best course of action to make decision to solve problem	11 Customer Service
		Evaluate the effectiveness of the solution or decision	Identify best practice and lesson learned from the experience	11 Cultural Diversity
		Gather information to help you address the issue	Differentiate facts from opinions	11 Customer Service
		Identify the issue to be addressed	Identify the nature of the issue	11 Customer Service

Day Reference	Classification	Components	Behavioral manifestation	Relevant Content in Curriculum
12	Adaptability	Plan and prioritize	Define tasks, milestones, and longer-term strategies to achieve goals	12 Professional, Responsive, Proactive
		Seek self-improvement	Find opportunities for improving yourself	12 Professional, Responsive, Proactive
			Reflect on your own skill sets and resources	12 Professional, Responsive, Proactive
	Communication	Adapt to other people comm. tools & modes	Choosing the best content / Structure / Approach	12 Proactive Job Seeker
		Listen with Intention & attention	ask question to confirm understanding	12 Proactive Job Seeker
		Speak with Purpose	Convey the message so the listener understand the Purpose	12 Following up with Employers
	Creativity & Innovation	Apply your ideas	Expect failures	12 Proactive Job Seeker
		Generate ideas that are novel to yourself or others	Acknowledge and work with uncertainty and unpredictability	12 Proactive Job Seeker
		Use your imagination and curiosity	Be open to new ideas without judging and setting limitations	12 Coffee Chats
	Digital	Use common digital tools to complete tasks	Use digital tools to enhance accessibility for yourself and others when needed (e.g., screen magnifier)	12 Excel
			Use software, mobile applications, and other digital tools for a purpose (e.g., MS Office)	12 Excel
		Use digital devices including computers, tablets, smart phones, and other handheld devices	Identify and use the basic functions common to most devices	12 Keyboarding
		Use online tools and platforms	Use online communication and social media platforms (e.g., Zoom, Twitter, emails)	12 Coffee Chats
			Use online information-sharing platforms (e.g., Dropbox)	12 OneDrive
	Problem Solving	Evaluate the effectiveness of the solution or decision	Reflect on the success of the process and the end result	12 Proactive Job Seeker
		Gather information to help you address the issue	Conduct research and collect relevant information	12 Proactive Job Seeker
		Identify the issue to be addressed	Identify the goal and objective you need to achieve	12 Proactive Job Seeker

Day Reference	Classification	Components	Behavioral manifestation	Relevant Content in Curriculum
13	Adaptability	Demonstrate responsibility	Minimize distractions	13 De-Escalation Strategies
		Regulate your emotions when appropriate	Encourage others to stay calm	13 De-Escalation Strategies
			Recover when you are not able to stay calm	13 De-Escalation Strategies
	Collaboration	Achieve a common goal with others	Ensure opportunities for others to contribute.	13 Spaghetti Marshmallow Tower Challenge
		Facilitate an environment where you can collaborate with others	Understand and adapt to needs, strengths, and weaknesses of others	13 De-Escalation Strategies
		Manage difficult interactions with other people	Anticipate and address interpersonal barriers	13 De-Escalation Strategies
		Reflect and improve on teamwork	Reflect on team performance.	13 Spaghetti Marshmallow Tower Challenge
		Value diversity and inclusivity of others	Adapt to people's different styles of interaction when possible and appropriate	13 Spaghetti Marshmallow Tower Challenge
		Work well with other people	Engage in trust building behaviours	13 De-Escalation Strategies
	Communication	Adapt to other people comm. tools & modes	Choosing the best content / Structure / Approach	13 De-Escalation Strategies
				13 Teamwork
		Adapt to your audience & Context	Understand & manage risk on (Reputation / Relationship / Sharing confidential Info)	13 De-Escalation Strategies
		Listen to understand	Analyze people argument & positions	13 De-Escalation Strategies
			Detect the speaker purpose & intention	13 De-Escalation Strategies
			Interpret & Reconcile different perspectives	13 Teamwork
		Listen with Intention & attention	Interpret people meaning from (Verbal / Non verbal cues)	13 De-Escalation Strategies
	Creativity & Innovation	Apply your ideas	Act on the creative ideas and approaches to make tangible and useful contributions	13 Spaghetti Marshmallow Tower Challenge
			Learn from failures to improve	13 Spaghetti Marshmallow Tower Challenge
		Facilitate a creative and innovative environment for yourself and others	Encourage habits and behaviours that facilitate creativity and innovation in yourself and others (e.g., lightheartedness, playful approach, healthy competition)	13 Spaghetti Marshmallow Tower Challenge
			Support and motivate others to be creative by coaching and sharing tools, information, and ideas	13 Spaghetti Marshmallow Tower Challenge
		Generate ideas that are novel to yourself or others	Acknowledge and work with uncertainty and unpredictability	13 Spaghetti Marshmallow Tower Challenge
	Digital	Use common digital tools to complete tasks	Use digital tools to enhance accessibility for yourself and others when needed (e.g., screen magnifier)	13 Excel
			Use software, mobile applications, and other digital tools for a purpose (e.g., MS Office)	13 Excel
		Use digital information	Carry out digital searches to find information and content (e.g., know how to use the 'Search' function in a PDF document, know how to use search engines such as Google)	13 TPL resources
	Problem Solving	Address the issue	Monitor and adjust the decision-making of problem-solving process to achieve the best results.	13 Spaghetti Marshmallow Tower Challenge
			Use thinking strategies to choose the best course of action	13 De-Escalation Strategies
				13 Spaghetti Marshmallow Tower Challenge
		Analyze the issue	Break down the issues into smaller parts	13 De-Escalation Strategies
		Evaluate the effectiveness of the solution or decision	Identify best practice and lesson learned from the experience	13 Spaghetti Marshmallow Tower Challenge
		Identify the issue to be addressed	Identify if you need to make a decision	13 Spaghetti Marshmallow Tower Challenge
			Identify the nature of the issue	13 De-Escalation Strategies

Day Reference	Classification	Components	Behavioral manifestation	Relevant Content in Curriculum
14	Adaptability	Regulate your emotions when appropriate	Recover when you are not able to stay calm	14 Presentation Practice
	Collaboration	Achieve a common goal with others	Consult and share with others when needed and appropriate	14 Learning Circles
			Ensure opportunities for others to contribute.	14 Learning Circles
			Take responsibility to make contributions and complete tasks.	14 Learning Circles
		Facilitate an environment where you can collaborate with others	Acknowledge roles of yourself and others.	14 Presentation Practice
		Reflect and improve on teamwork	Make constructive suggestions for improvement.	14 Presentation Practice
			Use feedback constructively	14 Presentation Practice
		Work well with other people	Encourage supportive and cooperative behaviours, language, attitudes, and approaches	14 Presentation Practice
	Communication	Adapt to other people comm. tools & modes	Choosing the best content / Structure / Approach	14 Presentation Skills
		Adapt to your audience & Context	Choose (tone / Language / Gesture) depending on the context & audience	14 Presentation Practice
				14 Learning Circles
			Identify & Understand the needs	14 Presentation Skills
		Speak with Clarity	Use the right grammar / pronounciation / Cadence & Rhythm	14 Presentation Practice
		Speak with Purpose	Convey the message so the listener understand the Purpose	14 Presentation Skills
			Use Appropriate Facts / Examples / Structure	14 Presentation Skills
	Digital	Use common digital tools to complete tasks	Use digital tools to enhance accessibility for yourself and others when needed (e.g., screen magnifier)	14 Excel
			Use software, mobile applications, and other digital tools for a purpose (e.g., MS Office)	14 Excel
	Numeracy	Apply mathematical operations and tools you will need to answer the question	Calculate, estimate, measure, sort & order numerical information.	14 Excel
	Writing	Review and revise your writing	Proofread and correct your writing for grammar and spelling.	14 Update Accomplishments

Day Reference	Classification	Components	Behavioral manifestation	Relevant Content in Curriculum
15	Adaptability	Regulate your emotions when appropriate	Stay calm when you are facing setbacks	15 Responding to Criticism
		Seek self-improvement	Learn from setbacks and mistakes	15 Responding to Criticism
	Communication	Listen to understand	Analyze people argument & positions	15 Responding to Criticism
			Interpret & Reconcile different perspectives	15 Responding to Criticism
		Listen with Intention & attention	ask question to confirm understanding	15 Responding to Criticism
			Use body language to show active listening / attention	15 Responding to Criticism
		Speak with Purpose	Convey the message so the listener understand the Purpose	15 Responding to Criticism
	Creativity & Innovation	Use your imagination and curiosity	Imagine different situations and possibilities	15 Employment Standards Act (ESA)
	Digital	Use digital information	Carry out digital searches to find information and content (e.g., know how to use the 'Search' function in a PDF document, know how to use search engines such as Google)	15 Employment Standards Act (ESA)
			Evaluate the relevance and reliability of digital information (e.g., recognize which websites are credible from a list of Google search results)	15 Employment Standards Act (ESA)
	Problem Solving	Analyze the issue	Identify possible cause-and-effec linkages	15 Responding to Criticism
		Develop multiple routes of action	Create multiple options for action	15 Employment Standards Act (ESA)
		Gather information to help you address the issue	Conduct research and collect relevant information	15 Employment Standards Act (ESA)
			Differentiate facts from opinions	15 Responding to Criticism
			Seek help from others if needed	15 Employment Standards Act (ESA)
	Reading	Identify the information contained in the document(s)	Use methods such as scanning, skimming to identify key information	15 Employment Standards Act (ESA)

Day Reference	Classification	Components	Behavioral manifestation	Relevant Content in Curriculum
16	Adaptability	Persist and persevere	If appropriate, modify your plans and approaches to reflect changing circumstances	16 Goal Reflection
		Plan and prioritize	Define tasks, milestones, and longer-term strategies to achieve goals	16 Goal Reflection
		Seek self-improvement	Reflect on your own skill sets and resources	16 Succeed at Work
		Set or adjust your goals and expectations	Set goals and expectations based on your skill sets, available resources and supports	16 Goal Reflection
	Problem Solving	Develop multiple routes of action	Consider the short and long-term implications of different options	16 Succeed in Your New Job
		Identify the issue to be addressed	Identify the goal and objective you need to achieve	16 Succeed in Your New Job

Classification	Components	Behavioral manifestation	Day Reference	Relevant Content in Curriculum
Communication	Listen with Intention & attention	Interpret people meaning from (Verbal / Non verbal cues)	13	13 De-Escalation Strategies
Communication	Listen with Intention & attention	Consider self & others' conscious / non conscious biases & judgement	10	10 Systemic Chatter and Counter Chatter
Communication	Listen with Intention & attention	Use body language to show active listening / attention	11	11 Customer Service
Communication	Listen with Intention & attention	Use body language to show active listening / attention	15	15 Responding to Criticism
Communication	Listen with Intention & attention	ask question to confirm understanding	11	11 Customer Service
Communication	Listen with Intention & attention	ask question to confirm understanding	12	12 Proactive Job Seeker
Communication	Listen with Intention & attention	ask question to confirm understanding	15	15 Responding to Criticism
Communication	Listen to understand	Detect the speaker purpose & intention	1	1 Icebreaker
Communication	Listen to understand	Detect the speaker purpose & intention	13	13 De-Escalation Strategies
Communication	Listen to understand	Assess facts' reliability & validity	11	11 Active Body Active Mind
Communication	Listen to understand	Analyze people argument & positions	11	11 Customer Service
Communication	Listen to understand	Analyze people argument & positions	13	13 De-Escalation Strategies
Communication	Listen to understand	Analyze people argument & positions	15	15 Responding to Criticism
Communication	Listen to understand	Interpret & Reconcile different perspectives	1	1 Icebreaker
Communication	Listen to understand	Interpret & Reconcile different perspectives	10	10 Systemic Chatter and Misconceptions
Communication	Listen to understand	Interpret & Reconcile different perspectives	11	11 Cultural Diversity
Communication	Listen to understand	Interpret & Reconcile different perspectives	13	13 Teamwork
Communication	Listen to understand	Interpret & Reconcile different perspectives	15	15 Responding to Criticism
Communication	Listen to understand	Prepare a relevant response	3	3 Growth Mindset
Communication	Listen to understand	Prepare a relevant response	7	7 Assertive Communication scenario
Communication	Listen to understand	Prepare a relevant response	8	8 Interview Preparation
Communication	Listen to understand	Prepare a relevant response	9	9 Behavioural, Situational and Difficult Questions
Communication	Speak with Clarity	Use the right grammar / pronounciation / Cadence & Rhythm	7	7 Communication Styles Self-Assessment
Communication	Speak with Clarity	Use the right grammar / pronounciation / Cadence & Rhythm	8	8 Interview Preparation
Communication	Speak with Clarity	Use the right grammar / pronounciation / Cadence & Rhythm	14	14 Presentation Practice
Communication	Speak with Purpose	Use Appropriate Facts / Examples / Structure	2	2 Lumina Portrait
Communication	Speak with Purpose	Use Appropriate Facts / Examples / Structure	3	3 Adaptability workbook
Communication	Speak with Purpose	Use Appropriate Facts / Examples / Structure	8	8 Interview Preparation
Communication	Speak with Purpose	Use Appropriate Facts / Examples / Structure	14	14 Presentation Skills
Communication	Speak with Purpose	Convey the message so the listener understand the Purpose	12	12 Following up with Employers
Communication	Speak with Purpose	Convey the message so the listener understand the Purpose	14	14 Presentation Skills
Communication	Speak with Purpose	Convey the message so the listener understand the Purpose	15	15 Responding to Criticism
Communication	Adapt to your audience & Context	Identify & Understand the needs	3	3 Learning Circles
Communication	Adapt to your audience & Context	Identify & Understand the needs	8	8 Interview Preparation
Communication	Adapt to your audience & Context	Identify & Understand the needs	9	9 Creative Problem-Solving
Communication	Adapt to your audience & Context	Identify & Understand the needs	14	14 Presentation Skills
Communication	Adapt to your audience & Context	Identify & Understand the Context	6	6 MS Teams
Communication	Adapt to your audience & Context	Identify & Understand the Context	7	7 Assertive Communication scenario
Communication	Adapt to your audience & Context	Identify & Understand the Context	8	8 LinkedIn
Communication	Adapt to your audience & Context	Choose (tone / Language / Gesture) depending on the context & audience	7	7 Learning Circles
Communication	Adapt to your audience & Context	Choose (tone / Language / Gesture) depending on the context & audience	11	11 Learning Circles
Communication	Adapt to your audience & Context	Choose (tone / Language / Gesture) depending on the context & audience	14	14 Learning Circles
Communication	Adapt to your audience & Context	Choose (tone / Language / Gesture) depending on the context & audience	7	7 Assertive Communication
Communication	Adapt to your audience & Context	Choose (tone / Language / Gesture) depending on the context & audience	11	11 Customer Service
Communication	Adapt to your audience & Context	Choose (tone / Language / Gesture) depending on the context & audience	14	14 Presentation Practice
Communication	Adapt to your audience & Context	Understand & manage risk on (Reputation / Relationship / Sharing confidential Info)	1	1 Life Mapping
Communication	Adapt to your audience & Context	Understand & manage risk on (Reputation / Relationship / Sharing confidential Info)	7	7 Assertive Communication
Communication	Adapt to your audience & Context	Understand & manage risk on (Reputation / Relationship / Sharing confidential Info)	13	13 De-Escalation Strategies
Communication	Adapt to other people comm. tools & modes	Choosing the best content / Structure / Approach	7	7 Assertive Communication
Communication	Adapt to other people comm. tools & modes	Choosing the best content / Structure / Approach	12	12 Proactive Job Seeker
Communication	Adapt to other people comm. tools & modes	Choosing the best content / Structure / Approach	11	11 Cultural Diversity
Communication	Adapt to other people comm. tools & modes	Choosing the best content / Structure / Approach	13	13 De-Escalation Strategies
Communication	Adapt to other people comm. tools & modes	Choosing the best content / Structure / Approach	13	13 Teamwork
Communication	Adapt to other people comm. tools & modes	Choosing the best content / Structure / Approach	14	14 Presentation Skills
Problem Solving	Identify the issue to be addressed	Identify the nature of the issue	10	10 Systemic Chatter and Misconceptions
Problem Solving	Identify the issue to be addressed	Identify the nature of the issue	11	11 Customer Service
Problem Solving	Identify the issue to be addressed	Identify the nature of the issue	13	13 De-Escalation Strategies
Problem Solving	Identify the issue to be addressed	Identify if you need to make a decision	6	6 Employer Perspective
Problem Solving	Identify the issue to be addressed	Identify if you need to make a decision	13	13 Spaghetti Marshmallow Tower Challenge
Problem Solving	Identify the issue to be addressed	Identify the goal and objective you need to achieve	9	9 Creative Problem-Solving
Problem Solving	Identify the issue to be addressed	Identify the goal and objective you need to achieve	10	10 Maintenance Self-Care Worksheet
Problem Solving	Identify the issue to be addressed	Identify the goal and objective you need to achieve	12	12 Proactive Job Seeker
Problem Solving	Identify the issue to be addressed	Identify the goal and objective you need to achieve	16	16 Succeed in Your New Job

Category	Skill Area	Description	#	Activity
Problem Solving	Gather information to help you address the issue	Conduct research and collect relevant information	3	3 Labour Market Analysis
Problem Solving	Gather information to help you address the issue	Conduct research and collect relevant information	5	5 Online Employment Scams
Problem Solving	Gather information to help you address the issue	Conduct research and collect relevant information	8	8 Interview Preparation
Problem Solving	Gather information to help you address the issue	Conduct research and collect relevant information	8	8 LinkedIn
Problem Solving	Gather information to help you address the issue	Conduct research and collect relevant information	12	12 Proactive Job Seeker
Problem Solving	Gather information to help you address the issue	Conduct research and collect relevant information	15	15 Employment Standards Act (ESA)
Problem Solving	Gather information to help you address the issue	Recognize and manage biases pre-conceptions and habits	10	10 Systemic Chatter and Counter Chatter
Problem Solving	Gather information to help you address the issue	Differentiate facts from opinions	10	10 Systemic Chatter and Misconceptions
Problem Solving	Gather information to help you address the issue	Differentiate facts from opinions	11	11 Customer Service
Problem Solving	Gather information to help you address the issue	Differentiate facts from opinions	15	15 Responding to Criticism
Problem Solving	Gather information to help you address the issue	Seek help from others if needed	8	8 LinkedIn
Problem Solving	Gather information to help you address the issue	Seek help from others if needed	10	10 Workplace Allyship
Problem Solving	Gather information to help you address the issue	Seek help from others if needed	15	15 Employment Standards Act (ESA)
Problem Solving	Analyze the issue	Think critically about the issuss using the information gathered	9	9 Behavioural, Situational and Difficult Questions
Problem Solving	Analyze the issue	Think critically about the issuss using the information gathered	10	10 Protect Your Mental Health Article
Problem Solving	Analyze the issue	Break down the issues into smaller parts	13	13 De-Escalation Strategies
Problem Solving	Analyze the issue	Seek patterns make connection across information	3	3 Labour Market Analysis
Problem Solving	Analyze the issue	Identify possible cause-and-effec linkages	6	6 Employer Perspective
Problem Solving	Analyze the issue	Identify possible cause-and-effec linkages	15	15 Responding to Criticism
Problem Solving	Develop multiple routes of action	Create multiple options for action	15	15 Employment Standards Act (ESA)
Problem Solving	Develop multiple routes of action	Create multiple options for action	9	9 Creative Problem-Solving
Problem Solving	Develop multiple routes of action	Consider the short and long-term implications of different options	7	7 Assertive Communication
Problem Solving	Develop multiple routes of action	Consider the short and long-term implications of different options	16	16 Succeed in Your New Job
Problem Solving	Address the issue	Use thinking strategies to choose the best course of action	9	9 Creative Problem-Solving
Problem Solving	Address the issue	Use thinking strategies to choose the best course of action	13	13 De-Escalation Strategies
Problem Solving	Address the issue	Use thinking strategies to choose the best course of action	13	13 Spaghetti Marshmallow Tower Challenge
Problem Solving	Address the issue	Apply the best course of action to make decision to solve problem	10	10 Systemic Chatter and Counter Chatter
Problem Solving	Address the issue	Apply the best course of action to make decision to solve problem	11	11 Customer Service
Problem Solving	Address the issue	Monitor and adjust the decision-making of problem-solving process to achieve the best results.	13	13 Spaghetti Marshmallow Tower Challenge
Problem Solving	Evaluate the effectiveness of the solution or decision	Reflect on the success of the process and the end result	12	12 Proactive Job Seeker
Problem Solving	Evaluate the effectiveness of the solution or decision	Provide opportunities for feedback from others	3	3 write Situation-Action-Result (SAR) stories
Problem Solving	Evaluate the effectiveness of the solution or decision	Provide opportunities for feedback from others	7	7 Assertive Communication scenario
Problem Solving	Evaluate the effectiveness of the solution or decision	Provide opportunities for feedback from others	9	9 Behavioural, Situational and Difficult Questions
Problem Solving	Evaluate the effectiveness of the solution or decision	Identify best practice and lesson learned from the experience	6	6 Employer Perspective
Problem Solving	Evaluate the effectiveness of the solution or decision	Identify best practice and lesson learned from the experience	9	9 Creative Problem-Solving
Problem Solving	Evaluate the effectiveness of the solution or decision	Identify best practice and lesson learned from the experience	11	11 Cultural Diversity
Problem Solving	Evaluate the effectiveness of the solution or decision	Identify best practice and lesson learned from the experience	13	13 Spaghetti Marshmallow Tower Challenge
Collaboration	Work well with other people	Engage in trust building behaviours	1	1 Icebreaker
Collaboration	Work well with other people	Engage in trust building behaviours	11	11 Customer Service
Collaboration	Work well with other people	Engage in trust building behaviours	13	13 De-Escalation Strategies
Collaboration	Work well with other people	Adhere to social and organizational rules (e.g., be on time)	1	1 Icebreaker
Collaboration	Work well with other people	Adhere to social and organizational rules (e.g., be on time)	8	8 Interview Preparation
Collaboration	Work well with other people	Encourage supportive and cooperative behaviours, language, attitudes, and approaches	1	1 Icebreaker
Collaboration	Work well with other people	Encourage supportive and cooperative behaviours, language, attitudes, and approaches	14	14 Presentation Practice
Collaboration	Work well with other people	Assess strengths and weaknesses of yourself and others	3	3 Adaptability workbook
Collaboration	Work well with other people	Assess strengths and weaknesses of yourself and others	3	14 Presentation Practice
Collaboration	Value diversity and inclusivity of others	Understand that people from different cultures, backgrounds, and abilities can have different customs, values, and ways of thinking and acting.	11	11 Cultural Diversity
Collaboration	Value diversity and inclusivity of others	Understand that people from different cultures, backgrounds, and abilities can have different customs, values, and ways of thinking and acting.	10	10 Systemic Chatter and Counter Chatter
Collaboration	Value diversity and inclusivity of others	Understand that people from different cultures, backgrounds, and abilities can have different customs, values, and ways of thinking and acting.	1	1 Life Mapping
Collaboration	Value diversity and inclusivity of others	Acknowledge and accept differences among people (e.g., characteristics, abilities, cultures, religions, values)	1	1 Icebreaker
Collaboration	Value diversity and inclusivity of others	Acknowledge and accept differences among people (e.g., characteristics, abilities, cultures, religions, values)	10	10 Power Flower Worksheet
Collaboration	Value diversity and inclusivity of others	Respond without judging people for their different opinions, ideas, and views	9	9 Creative Problem-Solving
Collaboration	Value diversity and inclusivity of others	Respond without judging people for their different opinions, ideas, and views	10	10 Systemic Chatter and Counter Chatter
Collaboration	Value diversity and inclusivity of others	Adapt to people's different styles of interaction when possible and appropriate	11	11 Cultural Diversity
Collaboration	Value diversity and inclusivity of others	Adapt to people's different styles of interaction when possible and appropriate	13	13 Spaghetti Marshmallow Tower Challenge
Collaboration	Manage difficult interactions with other people	Engage in productive discussions.	3	3 Growth Mindset
Collaboration	Manage difficult interactions with other people	Engage in productive discussions.	9	9 Creative Problem-Solving
Collaboration	Manage difficult interactions with other people	Anticipate and address interpersonal barriers	13	13 De-Escalation Strategies
Collaboration	Manage difficult interactions with other people	Discuss, negotiate, and resolve difficult interactions in a sensitive and helpful manner.	7	7 Assertive Communication

Collaboration	Manage difficult interactions with other people	Discuss, negotiate, and resolve difficult interactions in a sensitive and helpful manner.	8	8 Interview Preparation
Collaboration	Facilitate an environment where you can collaborate with others	Acknowledge roles of yourself and others.	5	5 Online Job Search
Collaboration	Facilitate an environment where you can collaborate with others	Acknowledge roles of yourself and others.	14	14 Presentation Practice
Collaboration	Facilitate an environment where you can collaborate with others	Understand and adapt to needs, strengths, and weaknesses of others	13	13 De-Escalation Strategies
Collaboration	Facilitate an environment where you can collaborate with others	Support others through coaching, mentoring, and motivating	7	7 Assertive Communication
Collaboration	Achieve a common goal with others	Take responsibility to make contributions and complete tasks.	7	7 Learning Circles
Collaboration	Achieve a common goal with others	Take responsibility to make contributions and complete tasks.	11	11 Learning Circles
Collaboration	Achieve a common goal with others	Take responsibility to make contributions and complete tasks.	14	14 Learning Circles
Collaboration	Achieve a common goal with others	Ensure opportunities for others to contribute.	13	13 Spaghetti Marshmallow Tower Challenge
Collaboration	Achieve a common goal with others	Ensure opportunities for others to contribute.	7	7 Learning Circles
Collaboration	Achieve a common goal with others	Ensure opportunities for others to contribute.	11	11 Learning Circles
Collaboration	Achieve a common goal with others	Ensure opportunities for others to contribute.	14	14 Learning Circles
Collaboration	Achieve a common goal with others	Consult and share with others when needed and appropriate	7	7 Learning Circles
Collaboration	Achieve a common goal with others	Consult and share with others when needed and appropriate	11	11 Learning Circles
Collaboration	Achieve a common goal with others	Consult and share with others when needed and appropriate	14	14 Learning Circles
Collaboration	Reflect and improve on teamwork	Reflect on team performance.	9	9 Creative Problem-Solving
Collaboration	Reflect and improve on teamwork	Reflect on team performance.	13	13 Spaghetti Marshmallow Tower Challenge
Collaboration	Reflect and improve on teamwork	Make constructive suggestions for improvement.	7	7 Assertive Communication scenario
Collaboration	Reflect and improve on teamwork	Make constructive suggestions for improvement.	14	14 Presentation Practice
Collaboration	Reflect and improve on teamwork	Use feedback constructively	7	7 Assertive Communication scenario
Collaboration	Reflect and improve on teamwork	Use feedback constructively	14	14 Presentation Practice
Adaptability	Demonstrate responsibility	Focus your attention on the current task	11	11 Customer Service
Adaptability	Demonstrate responsibility	Minimize distractions	13	13 De-Escalation Strategies
Adaptability	Demonstrate responsibility	Manage your time to demonstrate your understanding of limited resources (e.g., punctuality, not wasting time)	4	4 Resume and Cover Letter
Adaptability	Demonstrate responsibility	Fulfill assigned tasks to demonstrate dependability	9	9 Creative Problem-Solving
Adaptability	Persist and persevere	Anticipate changes	3	3 Growth Mindset
Adaptability	Persist and persevere	Reflect and evaluate what changes have happened and what is coming	11	11 Customer Service
Adaptability	Persist and persevere	Identify when to keep trying and when to adapt your approach and mindset	3	3 Growth Mindset
Adaptability	Persist and persevere	If appropriate, modify your plans and approaches to reflect changing circumstances	16	16 Goal Reflection
Adaptability	Regulate your emotions when appropriate	Be positive and optimistic	8	8 Interview Preparation
Adaptability	Regulate your emotions when appropriate	Be positive and optimistic	10	10 Protect Your Mental Health Article
Adaptability	Regulate your emotions when appropriate	Stay calm when you are facing setbacks	10	10 Protect Your Mental Health Article
Adaptability	Regulate your emotions when appropriate	Stay calm when you are facing setbacks	15	15 Responding to Criticism
Adaptability	Regulate your emotions when appropriate	Recover when you are not able to stay calm	13	13 De-Escalation Strategies
Adaptability	Regulate your emotions when appropriate	Recover when you are not able to stay calm	14	14 Presentation Practice
Adaptability	Regulate your emotions when appropriate	Encourage others to stay calm	13	13 De-Escalation Strategies
Adaptability	Set or adjust your goals and expectations	Set goals and expectations based on your skill sets, available resources and supports	10	10 Maintenance Self-Care Worksheet
Adaptability	Set or adjust your goals and expectations	Set goals and expectations based on your skill sets, available resources and supports	2	2 Goal Setting
Adaptability	Set or adjust your goals and expectations	Set goals and expectations based on your skill sets, available resources and supports	16	16 Goal Reflection
Adaptability	Set or adjust your goals and expectations	Define expectations and standards for reaching goals	2	2 Goal Setting
Adaptability	Set or adjust your goals and expectations	Define expectations and standards for reaching goals	11	11 Active Body Active Mind
Adaptability	Plan and prioritize	Define tasks, milestones, and longer-term strategies to achieve goals	2	2 Goal Setting
Adaptability	Plan and prioritize	Define tasks, milestones, and longer-term strategies to achieve goals	12	12 Professional, Responsive, Proactive
Adaptability	Plan and prioritize	Define tasks, milestones, and longer-term strategies to achieve goals	16	16 Goal Reflection
Adaptability	Seek self-improvement	Reflect on your own skill sets and resources	1	1 Life Mapping
Adaptability	Seek self-improvement	Reflect on your own skill sets and resources	12	12 Professional, Responsive, Proactive
Adaptability	Seek self-improvement	Reflect on your own skill sets and resources	16	16 Succeed at Work
Adaptability	Seek self-improvement	Find opportunities for improving yourself	10	10 BounceBack Ontario website
Adaptability	Seek self-improvement	Find opportunities for improving yourself	11	11 Active Body Active Mind
Adaptability	Seek self-improvement	Find opportunities for improving yourself	12	12 Professional, Responsive, Proactive
Adaptability	Seek self-improvement	Learn from setbacks and mistakes	15	15 Responding to Criticism
Adaptability	Seek self-improvement	Learn from setbacks and mistakes	3	3 Growth Mindset
Creativity & Innovation	Use your imagination and curiosity	Imagine different situations and possibilities	10	10 Systemic Chatter and Counter Chatter
Creativity & Innovation	Use your imagination and curiosity	Imagine different situations and possibilities	11	11 Customer Service
Creativity & Innovation	Use your imagination and curiosity	Imagine different situations and possibilities	15	15 Employment Standards Act (ESA)
Creativity & Innovation	Use your imagination and curiosity	Show interest in learning and applying new things	3	3 Growth Mindset
Creativity & Innovation	Use your imagination and curiosity	Be open to new ideas without judging and setting limitations	9	9 Creative Problem-Solving
Creativity & Innovation	Use your imagination and curiosity	Be open to new ideas without judging and setting limitations	12	12 Coffee Chats
Creativity & Innovation	Identify opportunities for you to innovate	Challenge norms, habits, and preconceptions where appropriate	10	10 Systemic Chatter and Counter Chatter

Category	Skill	Sub-skill	#	Resource
Creativity & Innovation	Generate ideas that are novel to yourself or others	Deviate from existing processes, thinking, and approaches	9	9 Creative Problem-Solving
Creativity & Innovation	Generate ideas that are novel to yourself or others	Use an inquisitive approach (e.g., ask questions even when there is no obvious answer)	9	9 Creative Problem-Solving
Creativity & Innovation	Generate ideas that are novel to yourself or others	Acknowledge and work with uncertainty and unpredictability	5	5 Online Job Search
Creativity & Innovation	Generate ideas that are novel to yourself or others	Acknowledge and work with uncertainty and unpredictability	12	12 Proactive Job Seeker
Creativity & Innovation	Generate ideas that are novel to yourself or others	Acknowledge and work with uncertainty and unpredictability	13	13 Spaghetti Marshmallow Tower Challenge
Creativity & Innovation	Develop your ideas	Reverse ideas and approaches to see if the opposite is true	10	10 Systemic Chatter and Counter Chatter
Creativity & Innovation	Apply your ideas	Act on the creative ideas and approaches to make tangible and useful contributions	13	13 Spaghetti Marshmallow Tower Challenge
Creativity & Innovation	Apply your ideas	Expect failures	12	12 Proactive Job Seeker
Creativity & Innovation	Apply your ideas	Learn from failures to improve	3	3 Growth Mindset
Creativity & Innovation	Apply your ideas	Learn from failures to improve	13	13 Spaghetti Marshmallow Tower Challenge
Creativity & Innovation	Facilitate a creative and innovative environment for yourself and others	Encourage habits and behaviours that facilitate creativity and innovation in yourself and others (e.g., lightheartedness, playful approach, healthy competition)	13	13 Spaghetti Marshmallow Tower Challenge
Creativity & Innovation	Facilitate a creative and innovative environment for yourself and others	Support and motivate others to be creative by coaching and sharing tools, information, and ideas	13	13 Spaghetti Marshmallow Tower Challenge
Reading	Identify the task that requires you to read	Recognize why reading will help you achieve a goal	3	3 Labour Market Analysis
Reading	Identify the task that requires you to read	Identify the goals and purposes of the reading activity	10	10 Protect Your Mental Health Article
Reading	Identify the information contained in the document(s)	Locate key information in various types of documents (e.g., tables, charts, maps, articles, magazines, and books)	3	3 Labour Market Analysis
Reading	Identify the information contained in the document(s)	Use methods such as scanning, skimming to identify key information	15	15 Employment Standards Act (ESA)
Reading	Identify the information contained in the document(s)	Look through multiple pieces of information contained in document	2	2 Lumina Portrait
Reading	Identify the information contained in the document(s)	Look through multiple pieces of information contained in document	3	3 Soft Skills Article
Reading	Identify the information contained in the document(s)	Pull out relevant information from documents	3	3 Labour Market Analysis
Digital	Use digital devices including computers, tablets, smart phones, and other handheld devices	Identify the goals and purposes of the digital task	2	2 MS Word
Digital	Use digital devices including computers, tablets, smart phones, and other handheld devices	Identify the goals and purposes of the digital task	4	4 MS Teams
Digital	Use digital devices including computers, tablets, smart phones, and other handheld devices	Identify the goals and purposes of the digital task	6	6 MS Teams
Digital	Use digital devices including computers, tablets, smart phones, and other handheld devices	Identify and use the basic functions common to most devices	1	1 My Device
Digital	Use digital devices including computers, tablets, smart phones, and other handheld devices	Identify and use the basic functions common to most devices	5	5 MS Teams
Digital	Use digital devices including computers, tablets, smart phones, and other handheld devices	Identify and use the basic functions common to most devices	12	12 Keyboarding
Digital	Use digital devices including computers, tablets, smart phones, and other handheld devices	Know the basic terminology common to most digital devices	1	1 My Device
Digital	Use common digital tools to complete tasks	Use software, mobile applications, and other digital tools for a purpose (e.g., MS Office)	4	4 OneDrive
Digital	Use common digital tools to complete tasks	Use software, mobile applications, and other digital tools for a purpose (e.g., MS Office)	4	4 Outlook Calendar
Digital	Use common digital tools to complete tasks	Use software, mobile applications, and other digital tools for a purpose (e.g., MS Office)	5	5 MS Teams
Digital	Use common digital tools to complete tasks	Use software, mobile applications, and other digital tools for a purpose (e.g., MS Office)	6	6 MS Teams
Digital	Use common digital tools to complete tasks	Use software, mobile applications, and other digital tools for a purpose (e.g., MS Office)	12	12 Excel
Digital	Use common digital tools to complete tasks	Use software, mobile applications, and other digital tools for a purpose (e.g., MS Office)	13	13 Excel
Digital	Use common digital tools to complete tasks	Use software, mobile applications, and other digital tools for a purpose (e.g., MS Office)	14	14 Excel
Digital	Use common digital tools to complete tasks	Select appropriate digital tools based on your goals and purposes of tasks	1	1 My Device
Digital	Use common digital tools to complete tasks	Use digital tools to enhance accessibility for yourself and others when needed (e.g., screen magnifier)	2	2 MS Word
Digital	Use common digital tools to complete tasks	Use digital tools to enhance accessibility for yourself and others when needed (e.g., screen magnifier)	12	12 Excel
Digital	Use common digital tools to complete tasks	Use digital tools to enhance accessibility for yourself and others when needed (e.g., screen magnifier)	13	13 Excel
Digital	Use common digital tools to complete tasks	Use digital tools to enhance accessibility for yourself and others when needed (e.g., screen magnifier)	14	14 Excel
Digital	Use digital information	Navigate digital content (e.g., website navigation, click the "Back" and "Next" buttons & scroll through documents)	4	4 Digital Binder
Digital	Use digital information	Navigate digital content (e.g., website navigation, click the "Back" and "Next" buttons & scroll through documents)	5	5 Online Job Search
Digital	Use digital information	Carry out digital searches to find information and content (e.g., know how to use the 'Search' function in a PDF document, know how to use search engines such as Google)	5	5 Online Job Search
Digital	Use digital information	Carry out digital searches to find information and content (e.g., know how to use the 'Search' function in a PDF document, know how to use search engines such as Google)	13	13 TPL resources

Category	Skill Area	Task	Num	Module
Digital	Use digital information	Carry out digital searches to find information and content (e.g., know how to use the 'Search' function in a PDF document, know how to use search engines such as Google)	15	15 Employment Standards Act (ESA)
Digital	Use digital information	Evaluate the relevance and reliability of digital information (e.g., recognize which websites are credible from a list of Google search results)	5	5 Online Employment Scams
Digital	Use digital information	Evaluate the relevance and reliability of digital information (e.g., recognize which websites are credible from a list of Google search results)	15	15 Employment Standards Act (ESA)
Digital	Use digital information	Store and organize digital information in a logical order (e.g., download online files in a local folder on a computer using files, folders, tags, etc.)	2	2 Lumina assessment
Digital	Use digital information	Store and organize digital information in a logical order (e.g., download online files in a local folder on a computer using files, folders, tags, etc.)	4	4 OneDrive
Digital	Use digital information	Store and organize digital information in a logical order (e.g., download online files in a local folder on a computer using files, folders, tags, etc.)	5	5 Online Job Search
Digital	Use online tools and platforms	Use online communication and social media platforms (e.g., Zoom, Twitter, emails)	1	1 MS Outlook
Digital	Use online tools and platforms	Use online communication and social media platforms (e.g., Zoom, Twitter, emails)	8	8 LinkedIn
Digital	Use online tools and platforms	Use online communication and social media platforms (e.g., Zoom, Twitter, emails)	12	12 Coffee Chats
Digital	Use online tools and platforms	Use online information-sharing platforms (e.g., Dropbox)	4	4 OneDrive
Digital	Use online tools and platforms	Use online information-sharing platforms (e.g., Dropbox)	12	12 OneDrive
Digital	Use online tools and platforms	Use online forms (e.g., for purchases, opening accounts, job applications)	2	2 Lumina assessment
Digital	Use online tools and platforms	Use online forms (e.g., for purchases, opening accounts, job applications)	5	5 Online Job Search
Digital	Use online tools and platforms	Use online forms (e.g., for purchases, opening accounts, job applications)	8	8 Mock Interview Practice
Numeracy	Apply mathematical operations and tools you will need to answer the question	Calculate, estimate, measure, sort & order numerical information.	14	14 Excel
Writing	Identify the task that requires you to write	Identify the goals and purposes of the writing task (e.g., to narrate, to persuade) .	3	3 write Situation-Action-Result (SAR) stories
Writing	Identify the task that requires you to write	Identify the topic	1	1 MS Outlook
Writing	Identify the task that requires you to write	Identify the audience	4	4 Resume and Cover Letter
Writing	Plan the writing task	Identify the information to include in the writing task	2	2 Goal Setting
Writing	Plan the writing task	Identify the information to include in the writing task	3	3 write Situation-Action-Result (SAR) stories
Writing	Plan the writing task	Determine how much you need to write and the level of details to include	5	5 Online Employment Scams
Writing	Plan the writing task	Gather information	3	3 Master Resume
Writing	Plan the writing task	Generate ideas.	3	3 write Situation-Action-Result (SAR) stories
Writing	Plan the writing task	Draft outline	3	3 write Situation-Action-Result (SAR) stories
Writing	Plan the writing task	Draft outline	4	4 Resume and Cover Letter
Writing	Use written words and phrases so you can achieve the purpose of the writing task	Use correct grammar (e.g., appropriate verb tense, subject-verb agreement)	1	1 MS Outlook
Writing	Use written words and phrases so you can achieve the purpose of the writing task	Produce legible handwritten text when needed (Note: handwritten text may become obsolete over time)	2	2 Goal Setting
Writing	Choose the appropriate language and style for the writing task	Use formal and informal tone and language appropriate for audience and context.	8	8 LinkedIn
Writing	Choose the appropriate format for the writing task	To organize information or ideas, use paragraphs, bullet points, numbered list, sub headings, etc.	3	3 Master Resume
Writing	Choose the appropriate format for the writing task	To organize information or ideas, use paragraphs, bullet points, numbered list, sub headings, etc.	4	4 Resume and Cover Letter
Writing	Review and revise your writing	Proofread and correct your writing for grammar and spelling.	14	14 Update Accomplishments