

## SKILLS INVENTORY – STUDENT CORE COMPETENCIES

As you begin to prepare for a part-time, summer or your next employment opportunity, it will be important to take stock of what you have already accomplished.

Below are skills that you may have developed through part-time work, volunteering, or through class projects and assignments. Some of the most sought-after skills are highlighted in the chart. Get creative, use examples in your personal life to fill in the gaps where no coursework, volunteer or work experience exists.

Take a few minutes to do a quick inventory. Knowing what you're good at and where you have room to grow will help you identify positions and work environments where you are likely to succeed and continue to develop your skills.

Lethbridge College Student Core Competency	Skill	Definition	What are some ways that you have developed and/or applied this skill?	What are some ways that you can learn or continue to learn this skill?
<b>Teamwork &amp; Collaboration</b>	Teamwork/ Collaboration	Being a contributing participant and working with a diverse team.		
	Interpersonal Skills	Ability to navigate various personalities in the workplace		

<b>Problem Solving</b>	Problem-solving	The ability to understand, and articulate a problem, seek a variety of perspectives, and use an appropriate method to find a solution.		
	Results-oriented	Ability to get 'stuff' done		
<b>Innovation</b>	Adaptability/ Flexibility	Ability to adjust strategy or approach based on the situation or unexpected circumstances.		
	Innovation/ Creativity	Ability to come up with new ways of doing things.		

<b>Global Citizenship</b>	Civic Engagement	Making a difference in your community by using your strengths, values, and skills for the good of others.		
	Global/Cultural Fluency	Understanding and valuing the fact that not everyone thinks the same as you.		
<b>Critical Thinking</b>	Judgment	Knowing how to assess a situation and take calculated action.		
	Initiative	Ability to act without much direction or advice of others.		

<b>Communication</b>	Communication (verbal/written)	Able to listen and present your ideas to anyone or in any situation.		
	Relationship Management	Being out there meeting people and asking, 'What can I do for you?'		
	Customer Service	Listening to and responding to the needs of a customer		
<b>Career &amp; Personal Development</b>	Organization	Managing your time, organizing work, and prioritizing work appropriately.		
	Willingness to Learn	Always looking for ways to continually develop your skills and learn about yourself.		

	Self-management/ Self-knowledge	Awareness of one's skills, strengths, and limitations. Able to leverage strengths and to regulate emotions in the workplace.		