

**Name:** \_\_\_\_\_**Date:** \_\_\_\_\_

### **Employability Skills: Personal Management Skills**

Employability Skills are the skills that you need to enter, stay in and progress in the world of work. They are critical skills that you use in your workplace and in your daily and personal activities. These skills include: communication, problem solving, positive attitudes and behaviours, adaptability, working with others and science, technology and mathematical skills.

#### Personal Management Skills

These are the personal skills, attitudes, and behaviours that drive your potential for growth. You will achieve more when you can:

##### Demonstrate Positive Attitudes and Behaviours

- Feel good about yourself and be confident
- Deal with people and situations with honesty, integrity, and personal ethics
- Show initiative and effort
- Have a positive attitude toward learning, growth and personal health
- Recognize your own and other people's good efforts

##### Be Responsible

- Set goals and priorities in work and personal life
- Plan and manage time, money and other resources to achieve goals
- Assess, weigh and manage risk
- Be accountable for your actions
- Be socially responsible and contribute to your community

##### Be Adaptable

- Work independently or as part of a team
- Carry out multiple tasks
- Be innovative and resourceful suggesting alternatives
- Be open and respond constructively to change
- Learn from your mistakes
- Cope with uncertainty

##### Learn Continuously

- Be willing to continuously learn and grow
- Assess personal strengths and weaknesses
- Set your own learning goals

##### Work Safely

- Be aware of personal safety practices and act accordingly

**Questions 1: Choose a personal management skill that you have from: demonstrate positive attitudes and behaviours, be responsible, be adaptable, learn continuously and work safely.**

**Your answer:** \_\_\_\_\_

**Question 2: What evidence do you have that you have these skills? You can use the chart below. You do not need to provide the proof.**

**Answer to Question 2:** \_\_\_\_\_

<ul style="list-style-type: none"> <li>• Evaluations from school, part time, work experience or volunteer work</li> <li>• Letters of recommendation from employers, teachers, coaches, etc.</li> <li>• Recognition for sportsmanship, spirit, etc.</li> <li>• Verification of membership in individual sports such as martial arts, tennis, swimming, dance, yoga, kayaking, etc.</li> <li>• Verification of membership in team sports as a player, manager, coach or referee</li> <li>• Verification of membership in music, drama, dance or other artistic endeavours</li> <li>• Your agenda planner</li> <li>• Description of activities where you have demonstrated responsibility through child care, handling money, looking after someone's home</li> </ul>	<ul style="list-style-type: none"> <li>• Fitness plans</li> <li>• Nutrition plans</li> <li>• Perfect attendance letters from school, work, community involvement</li> <li>• Hobbies and/or interests</li> <li>• Recognition such as Employee of the Month</li> <li>• Leadership positions such as councils, clubs, committees and teams</li> <li>• Leadership, time management, study skills, or other seminars attended</li> <li>• Educational research such as attendance at BCIT or other Post Secondary Open House</li> <li>• Occupational Research such as career fairs or job shadowing</li> <li>• Other</li> </ul>
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**Questions 3: Choose a different personal management skill that you have from: demonstrate positive attitudes and behaviours, be responsible, be adaptable, learn continuously and work safely.**

**Your answer:** \_\_\_\_\_

**Question 4: What evidence do you have that you have these skills? You can use the chart above. You do not need to provide the proof.**

**Answer to Question 4:** \_\_\_\_\_