

CAREER CYBERGUIDE

Tanya's Action Plan for Skills Development

On Campus Position: Research and Administrative Assistant
Required Qualifications: Research and data entry skills and excellent written and verbal communication skills
Critical Skills: Communication, customer service, research, knowledge of library resources

Goals:

I will maximize the value of my on campus position by challenging myself to take risks and develop skills that are outside of my immediate comfort zone.

Objectives:

- I will improve upon my communication and adaptability skills which I have identified as areas of less confidence.
- I will think of three new ways to use my skill of problem solving which I have identified as one of my areas of confidence.
- I will develop my ability to use teamwork skill(s) while employed on campus.

Plans:

- I will develop my use of relevant scientific, technological and mathematical knowledge and skills to explain or clarify ideas. (Communicate)
- I will ask my supervisor to provide me with feedback and as a result be open and respond constructively. (Adaptable)
- I will write a report recommending suggestions for improvement at the end of my position. (Problem Solving)
- I will think of a new creative way to do research. (Problem Solving)
- I will volunteer to take the lead on at least two projects. (Problem Solving)
- I will share information about myself and my skills. (Working Well With Others)
- I will select and use appropriate tools and technology for a task. (Participating in Projects and Tasks)