

SAMPLE**Skills Development Worksheet**

Marketing position: primary skills — teamwork, copywriting

Skill	Strength or Weakness	Ways to Develop That Skill	Specific Strategies	Time Period	Done
Teamwork	W	Choose courses that include teamwork	Try to enroll in AK/ADMS4250 that includes team project	Fall 2004	
		Try to get team experience in the workplace	Ask to join the "Office Appreciation" team at work	Ask in May 2004 Participate Summer 2004	
Marketing/ copywriting	S	Look for summer position that includes writing	Ask contacts in Canadian Marketing Association about summer opportunities	Spring 2004	
		Find volunteer position	Approach Big Sisters (which I am already involved with) to see if I can volunteer in their Communications Department	Summer 2004	
Verbal Communication	W	Find summer position in customer service/sales	Talk to aunt about getting job in her store	April 2004	
		Join the Toastmasters Club	Check internet/phone book for contact information	April 2004	

CAREERCYBERGUIDE

Skills Development Worksheet

Career Target: _____

Critical Skills: _____

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