

# Examples of MUCEP Skills and Tasks

Fundamental Skills	Personal Management Skills	Teamwork & Other Fundamental Skills
<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• answering phones</li> <li>• responding to enquiries</li> <li>• guiding tours</li> <li>• drafting</li> <li>• editing</li> <li>• presenting</li> <li>• listening</li> <li>• asking questions</li> </ul> <p><b>Management/managing information</b></p> <ul style="list-style-type: none"> <li>• planning</li> <li>• scheduling</li> <li>• reviewing</li> <li>• organizing</li> <li>• recording</li> <li>• filing computer and hard data</li> <li>• updating files</li> </ul> <p><b>Researching &amp; Using Numbers</b></p> <ul style="list-style-type: none"> <li>• observing data</li> <li>• recording data</li> <li>• analysing data</li> <li>• locating resources</li> <li>• estimating</li> <li>• calculating</li> <li>• interviewing</li> </ul> <p><b>Problem solving and thinking</b></p> <ul style="list-style-type: none"> <li>• identifying problems</li> <li>• implementing solutions</li> <li>• checking solutions</li> <li>• following up</li> <li>• processing information</li> <li>• managing inquiries</li> </ul> <p><b>Computer Skills</b></p> <ul style="list-style-type: none"> <li>• familiarity with software applications - Internet, Excel, Powerpoint, Publisher etc.</li> <li>• account maintenance</li> <li>• web design &amp; management</li> <li>• data entry</li> <li>• formatting ads, posters &amp; brochures</li> </ul>	<p><b>Adaptability</b></p> <ul style="list-style-type: none"> <li>• working independently</li> <li>• multitasking</li> <li>• suggesting alternatives</li> <li>• learning from mistakes</li> <li>• accepting feedback</li> <li>• being innovative</li> <li>• being resourceful</li> </ul> <p><b>Demonstrating positive attitudes and behaviours</b></p> <ul style="list-style-type: none"> <li>• dealing with people</li> <li>• showing interest and initiative</li> <li>• being respectful of others</li> <li>• recognizing efforts of others &amp; self</li> </ul> <p><b>Learning Continuously</b></p> <ul style="list-style-type: none"> <li>• setting learning goals</li> <li>• identifying resources</li> <li>• accessing resources</li> <li>• assessing personal strengths</li> <li>• being willing to learn &amp; grow</li> </ul> <p><b>Being responsible</b></p> <ul style="list-style-type: none"> <li>• setting goals</li> <li>• setting priorities</li> <li>• balancing work and school</li> <li>• managing time</li> <li>• managing resources</li> <li>• assessing and weighing risk</li> <li>• being punctual</li> <li>• planning</li> </ul> <p><b>Working Safely</b></p> <ul style="list-style-type: none"> <li>• being aware of safe practices &amp; procedures</li> </ul> <div data-bbox="630 1654 945 1879" data-label="Image"> </div>	<p><b>Working with Others</b></p> <ul style="list-style-type: none"> <li>• leading groups</li> <li>• managing conflict</li> <li>• networking</li> <li>• sharing information</li> <li>• respecting diversity</li> <li>• learning about other cultures</li> </ul> <p><b>Participating in Projects and Tasks</b></p> <ul style="list-style-type: none"> <li>• coordinating activities</li> <li>• monitoring</li> <li>• organizing</li> <li>• developing</li> <li>• using appropriate technology &amp; tools</li> <li>• carrying out projects &amp; tasks</li> <li>• planning</li> </ul> <p><b>Helping</b></p> <ul style="list-style-type: none"> <li>• assisting</li> <li>• educating</li> <li>• referring</li> <li>• guiding</li> <li>• motivating</li> <li>• coaching</li> </ul> <p><b>Technical Skills</b></p> <ul style="list-style-type: none"> <li>• assembling</li> <li>• computing</li> <li>• designing</li> <li>• maintaining</li> <li>• programming</li> <li>• repairing</li> <li>• solving</li> <li>• upgrading</li> </ul> <p><b>Clerical or Detail Skills</b></p> <ul style="list-style-type: none"> <li>• arranging rooms, files</li> <li>• cataloging</li> <li>• collecting</li> <li>• compiling</li> <li>• implementing</li> <li>• preparing</li> </ul> <hr/> <p><b>Sources:</b>            MUCEP Agreements            The Conference Board of Canada            Skills Handout, n.p.</p>