

EXAMPLES OF MUCEP SKILLS AND TASKS

Fundamental Skills	Personal Management Skills	Teamwork and Other Fundamental Skills
<p>Communication</p> <ul style="list-style-type: none"> • answering phones • responding to enquiries • guiding tours • drafting • editing • presenting • listening • asking questions <p>Management/managing information</p> <ul style="list-style-type: none"> • planning • scheduling • reviewing • organizing • recording • filing computer and hard data • updating files <p>Researching and using numbers</p> <ul style="list-style-type: none"> • observing data • recording data • analyzing data • locating resources • estimating • calculating • interviewing <p>Problem solving and thinking</p> <ul style="list-style-type: none"> • identifying problems • implementing solutions • checking solutions • following up • processing information • managing inquiries 	<p>Adaptability</p> <ul style="list-style-type: none"> • working independently • multitasking • suggesting alternatives • learning from mistakes • accepting feedback • being innovative • being resourceful <p>Demonstrating positive attitudes and behaviours</p> <ul style="list-style-type: none"> • dealing with people • showing interest and initiative • being respectful of others • recognizing efforts of others and self <p>Learning continuously</p> <ul style="list-style-type: none"> • setting learning goals • identifying resources • accessing resources • assessing personal strengths • being willing to learn & grow <p>Being responsible</p> <ul style="list-style-type: none"> • setting goals • setting priorities • balancing work and school • managing time • managing resources • assessing and weighing risk • being punctual • planning <p>Working safely</p> <ul style="list-style-type: none"> • being aware of safe practices and procedures 	<p>Working with others</p> <ul style="list-style-type: none"> • leading groups • managing conflict • networking • sharing information • respecting diversity • learning about other cultures <p>Participating in projects and tasks</p> <ul style="list-style-type: none"> • coordinating activities • monitoring • organizing • developing • using appropriate technology and tools • carrying out projects and tasks • planning <hr/> <p>Sources: MUCEP Agreements The Conference Board of Canada Skills Handout, n.p.</p>