

**PGP 10**  
**Skills Assessment**

**1. What is the difference between hard and soft skills? Why are soft skills so important?**

The major difference between hard and soft skills is that hard skills are teachable whereas soft skills are more learned through experience. Both skills are important in their own way, for instance, hard skills are more technical related, programming and accounting, whereas soft skills are more emotional and less straightforward/logical. Soft skills are quite the opposite, its more communication and problem-solving oriented between other people. This is hard to teach and is normally taught on your own through personal experience and practice. Making people's levels on this skill vary, employers often value soft skills because they contribute to a more positive work environment and enhance productivity.

**2. What soft skills would you consider strengths of yours?**

Some soft skills I would consider my strengths would probably be, collaboration, problem-solving, and communication. I think I am good at collaborating because I always give ideas but also listen to others. Many people talk about collaborating and just think about getting their ideas out but really for it to be successful you need everyone's input and I try to encourage everyone to. I also said I'm good at problem solving, I am great at thinking of solutions for problems because of how I've been brought up and it has just stuck with me ever since. All of these tie together with my other strength, communication. You can't have good collaboration and you can't find solutions without being a good communicator. I am good at expressing myself and my emotions through having conversations because I feel more at ease when I can say what is on my mind.

**3. Work through the Government of Canada "Skills for Success" activity. Identify the two that you think are your greatest strengths, and explain why you chose them.**

After doing the activity the results weren't as shocking as I thought it would have been. The first strength I chose was that I enjoy helping and listening to other people. As I said above I like to problem solve and include everyone so this was a no-brainer to choose, I love listening to other people's different ideas because then it gives me a different perspective. I also like to help people because I love the happy reaction they normally give me afterwards (also who doesn't like a helping hand?) The second strength I chose was that I am sociable and find it easy to understand people. I think I am quite a bubbly person and love to be extroverted, but something I am proud of about myself is that I contrast being an attentive listener and caring about understanding others. Together these strengths are helpful in many different ways, especially in the work world. I learned that all of my skills combined can help carry me on to the path of success because these strengths can help in many different work environments.

**4. Spend some time doing the Skills and Careers assessments on the UK Government site. Summarize what you learned about yourself.**

I learned through this whole process less about my strengths and more about careers that would suit my skill set. I like to think about my strengths because when do, learn more about myself and how I work. On the UK Government site, it just reinforced my idea of the strengths I thought I had. Doing these activities was helpful because it showed me the different traits I had but also possible jobs. The big three it gave me were Emergency and Uniform Service jobs, Hospitality and Food, and Retail and Sales. This was probably the most surprising thing about the whole process, but also the most interesting. I think I know myself well, I could just never choose a career path I was thinking of going down. Over the years I have thought of these workplaces and environments but I never really thought anything more about it. Seeing that they know my skill set and chose something according was interesting to me, learning more about the paths I can take successfully.

## Employability Skills

For each of the three categories of Employability Skills, use the Proficiency Scale (☀️☀️☀️🌈100) to assess yourself. Explain your reasoning.

### Getting along with and working well with other people:

100

I think that from my strengths above I am quite good at collaborating, inclusivity, problem solving and overall communication. I am good at listening and working in a team and overall good at working in a group. I am quite emotionally intelligent and can understand others' points of view. I am quite a caring person which helps me gain the same perspective as others, making sure everyone's thoughts are heard. I can be a leader but also give up the position if someone else wants it, I am flexible and can change according to situations.

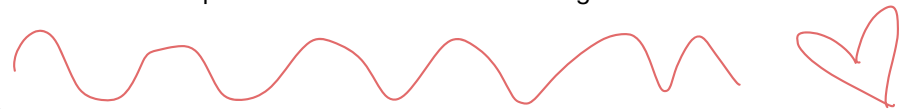


### Being reliable and dependable:



I am good at regulating myself but helping others as well, I am honest with my thoughts but also very trustworthy, keeping things confidential when needed. I am quite hard on myself to do well in my assignments even if something may be frustrating and tedious. I always try my best at everything I do, as well as being self motivated.

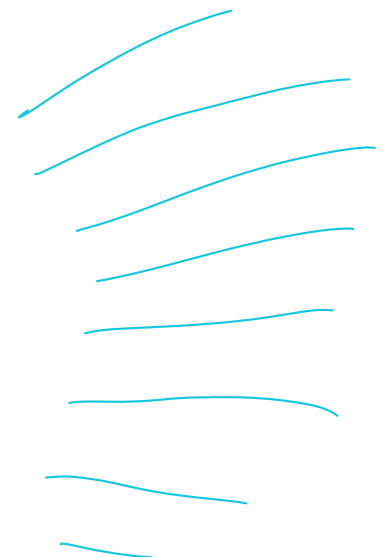
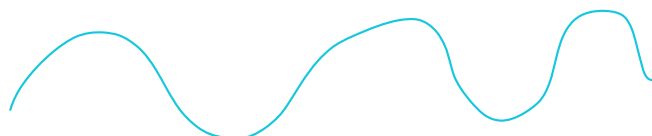
Even though I am good in this department I think I could work on some things, for instance, time management. I normally get my things done that need to be done but I have room for improvement for the time I used to get it done.



### A willingness to learn new skills:



I am quite an open person to new ideas and I am always looking for ways to self-improve. I am very flexible on most things and can easily go with the flow. I like to think about my day and reflect on things that could have gone differently to learn how I can become better in a situation



## **Final Thought**

I think a lot of these skills have to do with emotional intelligence and based on experiences. People's level of ability of these skills will vary depending on the things they have been exposed to. Being positive will help you in the long run and just being a good person, the rest of the skills will eventually develop over time once you learn and reflect on your mistakes.