

Essential Skills – Goal Setting Activity

A NOC is a National Occupational Classification code. Basically, it is your job description. Many NOC's have an Essential Skills profile attached to them. This profile gives example tasks that you are expected to do in your profession in Canada for each Essential Skill.

Research your NOC (www.jobbank.gc.ca/essentialskills) and answer the following questions.

1. What is the four-digit number of your NOC?
2. Does your NOC have an Essential Skills Profile?
If yes, continue.
If no, find a similar, related profession that does.
3. What does your profile say about Reading? Choose one point that interests you. Type it here and describe how you'd like this course to help you with this skill.
4. What does your profile say about Writing? Choose one point that interests you. Type it here and describe how you'd like this course to help you with this skill.
5. What does your profile say about Document Use? Choose one point that interests you. Type it here and describe how you'd like this course to help you with this skill.
6. What does your profile say about Thinking? Choose one point that interests you. Type it here and describe how you'd like this course to help you with this skill.
7. What does your profile say about Continuous Learning? Choose one point that interests you. Type it here and describe how you'd like this course to help you with this skill.

As you continue through this course, create weekly notes on how you feel you are developing one or both of these skills. At the end of the course, you will be asked to summarize and articulate these ideas.

Being able to articulate these skills will enable you to better discuss your skills and abilities. As you're better able to discuss your skills and abilities, you will be better able to

communicate to your manager or employer what you have contributed to your company and what skills you have developed.