

## **Co-operative Education Work Term Learning Objectives Base Competencies & Skill Sets for the Workplace**

Base Competencies, as described through extensive research by Evers, Rush, and Berdrow (1998) are the general skills that students need to succeed in today's workplace. The skills are grouped under four base competencies which are most desired by employers- Managing Self, Communicating, Managing People and Tasks, and Mobilizing Innovation and Change. By developing these competencies, students can decrease the gap between the classroom and work, translating into lifelong employability.

### Managing Self

Constantly developing practices and internalizing routines for maximizing one's ability to deal with the uncertainty of an ever-changing environment.

1. Learning: involves the ability to gain knowledge from every-day experiences and formal education experiences.
2. Personal Strengths: comprises maintaining a high energy level; motivating oneself to function at optimal levels of performance; functioning in stressful situations; maintaining a positive attitude; working independently, and responding appropriately to constructive criticism.
3. Personal Organization/Time Management: involves managing several tasks at once, being able to set priorities and to allocate time efficiently in order to meet deadlines. Arriving at work on time.
4. Problem Solving/Analytic: consists of identifying, prioritizing and solving problems; individually or in groups. Includes the ability to ask the right questions, sort out the many facets of a problem, and contribute ideas as well as answers regarding the problem.

### Communicating

Interacting effectively with a variety of individuals and groups to facilitate the gathering, integrating, and conveying of information in many forms (e.g., verbal, written)

1. Listening: involves being attentive when others are speaking, and responding effectively to others' comments during a conversation.
2. Oral Communication: involves the ability to present information verbally to others, either one-to-one or in groups.
3. Interpersonal: involves working with others, understanding their needs and being sympathetic with them.
4. Written Communication: involves the effective writing of formal reports and business correspondence, as well as informal notes, memos, and emails.

### Managing People & Tasks:

Accomplishing the tasks at hand by planning, organizing, coordinating, and controlling both resources and people.

1. **Managing Conflict:** involves the ability to identify sources of conflict between oneself and others, or among other people, and take steps to overcome disharmony.
2. **Planning and Organizing:** involves being able to determine the tasks to be carried out toward meeting objectives, perhaps assigning some of the tasks to others, monitoring the progress made against the plan, and revising a plan to include new information.
3. **Coordinating:** involves being able to coordinate the work of others and encourage positive group relationships.
4. **Decision-Making:** involves making timely decisions on the basis of a thorough assessment of the short-term and long-term effects of decisions, recognizing the political and ethical implications, and being able to identify those who will be affected by the decisions made.
5. **Leadership/Influence:** involves the ability to give direction and guidance to others and to delegate work tasks to others in a manner, which proves to be effective, and motivates others to do their best.

### Mobilizing Innovation & Change

Conceptualizing as well as setting in motion ways of initiating and managing change that involve significant departures from the current mode.

1. **Creativity/Innovation/Change:** involves the ability to adapt to situations of change, at times initiating change and providing “novel” solutions to problems.
2. **Risk-taking:** involves taking reasonable risks by recognizing alternative or different ways of meeting objectives, while at the same time recognizing the potential negative outcomes and monitoring the progress toward the set objectives.
3. **Ability to Conceptualize:** involves the ability to combine relevant information from a number of sources, to integrate information into more general contexts, and to apply information to new or broader contexts.
4. **Visioning:** involves the ability to conceptualize the future of the organization or groups and provide innovative paths for the organization or group to follow.

# Co-operative Education: Work Term Learning Objectives I

Name: \_\_\_\_\_ Student Id: \_\_\_\_\_

Program: \_\_\_\_\_

Place a checkmark beside each of the skills that you will be working on this semester and write a S.M.A.R.T. (Specific, Measurable, Achievable, Realistic, Time Targeted) Learning Objective to support that skill. You should select at least 1 skill from each of the 4 categories.

<p style="text-align: center;"><b>MANAGING SELF:</b></p> <p><input type="checkbox"/> Learning</p> <p><input type="checkbox"/> Personal Strength</p> <p><input type="checkbox"/> Personal Organization</p> <p><input type="checkbox"/> Problem Solving</p>	
<p style="text-align: center;"><b>COMMUNICATING:</b></p> <p><input type="checkbox"/> Listening</p> <p><input type="checkbox"/> Oral Communication</p> <p><input type="checkbox"/> Interpersonal</p> <p><input type="checkbox"/> Written Communication</p>	
<p style="text-align: center;"><b>MANAGING PEOPLE &amp; TASKS:</b></p> <p><input type="checkbox"/> Managing Conflict</p> <p><input type="checkbox"/> Planning &amp; Organizing</p> <p><input type="checkbox"/> Coordinating</p> <p><input type="checkbox"/> Decision-Making</p> <p><input type="checkbox"/> Leadership/Influence</p>	
<p style="text-align: center;"><b>MOBILIZING INNOVATION &amp; CHANGE:</b></p> <p><input type="checkbox"/> Creativity/Innovation/Change</p> <p><input type="checkbox"/> Risk-Taking</p> <p><input type="checkbox"/> Ability to Conceptualize</p> <p><input type="checkbox"/> Visioning</p>	

# Co-operative Education: Completed Work Term Learning Objectives II

Name: \_\_\_\_\_ Student Id: \_\_\_\_\_ Program: \_\_\_\_\_

Employers' Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Place a checkmark beside the skills that you worked on this semester as indicated in your Learning Objectives, and provide concrete examples of how you developed these skills throughout your work term. Your employer must also sign this form before it is handed in on the 2<sup>nd</sup> class day.

<p style="text-align: center;"><b>MANAGING SELF:</b></p> <p><input type="checkbox"/> Learning</p> <p><input type="checkbox"/> Personal Strength</p> <p><input type="checkbox"/> Personal Organization</p> <p><input type="checkbox"/> Problem Solving</p>	
<p style="text-align: center;"><b>COMMUNICATING:</b></p> <p><input type="checkbox"/> Listening</p> <p><input type="checkbox"/> Oral Communication</p> <p><input type="checkbox"/> Interpersonal</p> <p><input type="checkbox"/> Written Communication</p>	
<p style="text-align: center;"><b>MANAGING PEOPLE &amp; TASKS:</b></p> <p><input type="checkbox"/> Managing Conflict</p> <p><input type="checkbox"/> Planning &amp; Organizing</p> <p><input type="checkbox"/> Coordinating</p> <p><input type="checkbox"/> Decision-Making</p> <p><input type="checkbox"/> Leadership/Influence</p>	
<p style="text-align: center;"><b>MOBILIZING INNOVATION &amp; CHANGE:</b></p> <p><input type="checkbox"/> Creativity/Innovation/Change</p> <p><input type="checkbox"/> Risk-Taking</p> <p><input type="checkbox"/> Ability to Conceptualize</p> <p><input type="checkbox"/> Visioning</p>	