SKILLS4SUCCESS FRAMEWORK

As identified and defined by Ottawa area business, education, civic, and community leaders through a series of open forums, dialog, and feedback.

1 Technology Literacy

The ability to understand, use, and adapt to new technology concepts, systems and operations in an innovative, ethical, responsible and professional manner to create meaning.

Components:

Technology, Technology Etiquette

2 Collaboration & Global Thinking

The ability to effectively collaborate and work as a member of a diverse team in order to achieve a common goal. This involves knowing 1) how and when to demonstrate leadership within the team (e.g. – knowing your role on a team), 2) how to think globally (e.g. – both "broadly" and "taking a world prospective") about an issue/problem, and 3) how to effectively resolve conflict.

Components:

Collaboration, Global Thinking, Diversity, Teamwork, Leadership, Conflict Resolution

3 Communication

The ability to effectively communicate a message or an idea to someone else through verbal and non-verbal means. Included within this is the ability to know how and when to listen to others' communication and to use communication to build interpersonal relationships with others.

Components:

Written Communication, Verbal Communication, Listening, Interpersonal Communication, Non-Verbal Communication

4 Critical Thinking & Problem Solving

The courage and curiosity to generate innovative and creative solutions to issues of interest through the gathering, analysis and evaluation of relevant information. This includes thinking through 1) how possible solutions fit into and affect a larger system, 2) the validity of information and claims that others present, and 3) the potential consequences of proposed solutions.

Components:

Critical Thinking, Problem Solving, Innovation, Creativity, Analysis, Systems Thinking, Evaluate, Information Gathering, Curious

5 Flexibility & Adaptability

The confidence, ability, and self-motivation to continuously learn through-out one's lifetime in order to respond to and cope with changes within society and the world at large. Included within this is 1) being aware of and developing one's own core values, 2) being open-minded to different viewpoints and ways of doing things, 3) self-reflection, 4) the ability to take risks.

Components:

Flexibility, Adaptability, Life-Long Learning, Self-Awareness, Initiating, Open-Minded, Motivation, Reflection

6 Ethical Citizenship

The ability to act in a caring and principled manner (e.g. - with integrity, honesty, respect, and discernment) in order to promote the common-good of one's community. Included within this is finding balance between attending to one's own needs (e.g. – spiritual, health, work, etc.) and the needs of others (e.g. – showing empathy and generosity).

Components:

Ethics, Citizenship, Integrity, Professionalism, Respect, Discernment, Balance, Honesty, Understanding, Caring, Principled, Wellness, Common Good, Core Values

7 Personal Accountability

The ability to productively work toward a goal with a positive attitude. Included within this is being reliable and dependable (e.g. – being present and punctual) and having the confidence to take risks and hold oneself and others accountable for their work.

Components:

Work Ethic, Accountability, Goal-Oriented, Attendance, Reliable, Dependable, Productive, Punctual, Attitude

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