



# SKILLS

and your *Teen*

The skills your teen are learning today  
can be transferred to hundreds  
of different jobs *in the future*



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# YOU MAKE THE CONNECTION

By the time your teen is 18 years old, they have over 500 skills and are learning new ones every day.

Discuss with your teen how their interests and skills connect with different types of work. Talk about how the skills your teen has built are used by others in many different jobs.

## EVERYDAY SKILLS

*Here are just some of those 500 skills...*

### MATH

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- analyzing data, recognizing numerical patterns, solving problems, correcting mistakes, thinking abstractly, reading graphs and charts, estimating and using numbers, measuring

### ART

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- expressing feelings, thinking imaginatively, paying attention to detail, solving problems, interpreting and creating symbols, using and recognizing shapes, cleaning up after self

### BABYSITTING

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- being responsible and accountable, being gentle and caring, scheduling own time and time of others, following instructions, memorizing telephone numbers, practicing first aid, interacting with others, calculating earnings

### FRIENDS

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- being sensitive to others' feelings, interacting with people, showing respect for others, listening, giving and receiving advice, keeping secrets responsibly, being responsible for own actions

### HOMEWORK

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- managing stress, scheduling own time, planning, motivating self, disciplining self, focusing on task, ignoring distractions, organizing

### SPENDING MONEY

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- estimating costs, budgeting money, making decisions, evaluating choices, comparing products, adding taxes, calculating percentage and fraction discounts

### SPORTS

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- working in a team, competing fairly, assessing and reacting quickly to situations, working hard physically, analyzing scores and fitness test results

# SOME WAYS TO BUILD YOUR

*Being able to adapt the skills your teen to different opportunities is key to pursuing any*

## PARAMEDIC

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**The skills:** be observant, pay attention to details, be patient and sensitive, have physical and mental stamina, be responsible

**Some ways your teen can build these skills:** making crafts, doing housework, babysitting, health class (e.g. studying the human body), taking care of animals, sports, health class (e.g. doing assignments), English class (e.g. writing essays), library, math class (e.g. taking measurements)

**Other occupations using the same skills:** Registered Nurse, Home Care Worker, Flight Attendant, Veterinary Technician, Rehabilitation Worker

## SOCIAL WORKER

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**The skills:** plan time, communicate orally and electronically with others, ask and answer questions, listen, solve problems

**Some ways your teen can build these skills:** hanging out with friends, playing games, computer class (e.g. using software), library (e.g. research), helping a teacher, making bed, taking care of animals, doing homework, math class (e.g. analyzing data), history/social studies (e.g. projects), sports, language classes (e.g. oral presentations)

**Other occupations using the same skills:** Home Care Worker, Case Worker, Psychologist, Youth Employment Counsellor, Life Skills Coach

## ELECTRICIAN

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**The skills:** sort and organize materials, assess needs, recognize and solve problems, practice safe work actions, talk with clients

**Some ways your teen can build these skills:** doing a science project at home, building things, design and technology class (e.g. working with tools), math class (e.g. problem solving), athletic activities, doing housework

**Other occupations using the same skills:** Fire Inspector, Chemist, Pharmacist, Desktop Technical Support, Piano Repairer, Tool and Die Maker, High Rise Window Cleaner, Plumber

## TOURISM AND SMALL BUSINESS OPERATOR

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**The skills:** use a computer, prepare and get things ready, cook, plan time, budget costs, interact with others from diverse backgrounds

**Some ways your teen can build these skills:** surfing the Internet, vacuuming, geography class (e.g. maps), cooking food and baking at home or in class, shopping and budgeting money, playing an instrument, building things, math class (e.g. analyzing data), language classes (e.g. studying grammar), field trips

**Other occupations using the same skills:** Ski Club Administrator, Conference Co-ordinator, Cook, Catering & Event Planner, Travel Guide, Interior Designer

# TEEN'S SKILLS

has  
career path.

## RETAIL MANAGER

**The skills:** organize, be responsible, count money, do budget accounting, communicate clearly, interact with others

**Some ways your teen can build these skills:** hanging out with friends, shopping and budgeting money, doing the laundry, taking telephone messages, drama class (e.g. acting), French class (e.g. oral presentations), computer class (e.g. using software), English class (e.g. giving a speech)

**Other occupations using the same skills:** Customer Clerk, Real Estate Agent, Entrepreneur, Esthetician, Sales Manager

## BUSINESS ANALYST

**The skills:** read memos, analyze information, communicate thoughts, work well under pressure, speak well in front of others

**Some ways your teen can build these skills:** doing homework, talking on the phone, socializing, gym class (e.g. doing exercises), business class (e.g. letter writing), joining school club(s), doing a science project at home, library (e.g. research), English class (e.g. writing a report), math class (e.g. recording data), building things

**Other occupations using the same skills:** Insurance Actuary, Financial Advisor, Meteorologist, Paralegal, Political Scientist, Executive Assistant, Publicist, Public Speaker

# TALK ABOUT SKILLS WITH YOUR TEEN

Help your teen become more comfortable talking about their skills. This is a key step to preparing for a job interview.

Together, discuss skills they are developing and how they are building them. For each skill listed below, have your teen identify activities that help them build that skill. Refer to the "Everyday Skills" and the "Ways to Build Skills" section in this pamphlet for examples.

SKILL USED	SKILL BUILDING ACTIVITY
Communicate in writing	<i>e.g. e-mailing friends</i>
Show respect for others	
Communicate orally	
Listen	
Work in a team	
Work hard physically	
Follow instructions	
Be sensitive to others	
Pay attention to detail	<i>e.g. reading carefully</i>
Solve problems	
Interact with others	
Be responsible	
Budget money	
Work well under pressure	
Organize	
Practice safe actions	

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