Learning Goal Bank

Communication Skills - Writing: Able to write effectively and appropriately for various audiences

Industry - Division	Learning Goal	How will you achieve your goal? (Tools, resources, methodology)	Who do you need to connect or partner with to achieve this goal?	What is the timeline for accomplishing this goal?	What are possible obstacles to achieving this goal?	How will you measure if you have achieved this goal?
Accommodation and Food Services – Human Resources	To become more efficient at internal writing while being accurate with messages	Ongoing practices, receive feedback on my research reports and take on as much writing assignments as possible	Supervisor and staff who review written material	Ongoing until the end of the term	Being in too much of a hurry leading to missing the mark on messages	Amount of time spent on writing (if getting faster) and number of edits from original drafts
Mining and Oil and Gas Extraction – Public Affairs	To improve my plain language writing skills	Receive feedback, attend meetings, volunteer for writing stories, use the style guide as writing reference, and take courses offered by the organization	Team leaders and the instructor of plain language course	By the end of the term	Taking on too much other work and not having time to write	Completion of more than eight stories for the press release

Communication Skills - Shares information using technology (internally and externally)

Industry - Division	Learning Goal	How will you achieve your goal? (Tools, resources, methodology)	Who do you need to connect or partner with to achieve this goal?	What is the timeline for accomplishing this goal?	What are possible obstacles to achieving this goal?	How will you measure if you have achieved this goal?
Other Services (except Public Administration)	To develop skills in professional social media use (Twitter and Facebook) including drafting content and measuring metrics	Use research methods and best practices, review all content with supervisors and receive feedback	Supervisors	Duration of the work term	Using inappropriate wording for social media posts	Number of tweets created, measure of retweets, number of followers/likes, and feedback received about my posts

Communication Skills - Listens effectively and asks questions

Industry - Division	Learning Goal	How will you achieve your goal? (Tools, resources, methodology)	Who do you need to connect or partner with to achieve this goal?	What is the timeline for accomplishing this goal?	What are possible obstacles to achieving this goal?	How will you measure if you have achieved this goal?
Government/Public Administration - Litigation Management and Resolution Branch	To improve verbal communication skills to effectively deliver and receive messages during conversations at work	Take opportunities of explaining summarized information and ask questions	Coworkers and supervisor	Ongoing until the end of work term	There are few opportunities to communicate information verbally in my role.	The level of comfort I feel communicating work information verbally, and whether people can fully understand what I am asking or telling.
Educational Services	To ask questions to colleagues for insights and guidance when unsure of what to do next	Read and get familiar with Standard Operating Procedures, create detailed project management lists and set deadlines	Colleagues	By the end of the Co-op term	Overcoming my lack of courage when it comes to asking questions	Successfully run at least four events with improved communication skills

Communication Skills - Conducts presentations, internal or external

Industry - Division	Learning Goal	How will you achieve your goal? (Tools, resources, methodology)	Who do you need to connect or partner with to achieve this goal?	What is the timeline for accomplishing this goal?	What are possible obstacles to achieving this goal?	How will you measure if you have achieved this goal?
Accommodation and Food Services – Human Resources	To build on presentation skills by leading or aiding a staff training session	Create presentations, use resources available from the company, complete trainings, observe and ongoing practise	Supervisor	By the end of the term	Not being well prepared, the content of my presentation is not reaching the right audience	Feedback received after the presentation to assess my effectiveness
Education Services	To improve my public speaking skills and to deliver my idea clearly and logically	Contribute at least once per bi-weekly staff meeting, entail formal public speaking/presentation opportunities	Supervisor and colleagues	Ongoing throughout the term	Fear, stress and nervousness when it comes to public speaking	My personal sense of ease and confidence when speak in front of a medium to large group of people

Communication Skills - Conveys ideas verbally

Industry - Division	Learning Goal	How will you achieve your goal? (Tools, resources, methodology)	Who do you need to connect or partner with to achieve this goal?	What is the timeline for accomplishing this goal?	What are possible obstacles to achieving this goal?	How will you measure if you have achieved this goal?
Education Services	To enhance my verbal communication skills by contributing ideas during staff and partner meetings	Make a conscious effort to voice my opinions and ideas when it seems appropriate, understand the need to communicate differently depending on the stakeholders of a project	Colleagues and supervisor	By the end of the term	My courage to speak up in front of many strong and eloquent speakers	Confidence level on whether my ideas are thoughtful and presented clearly
Education Services	To improve my verbal communication skills – specifically to develop a friendly but professional manner of speaking	Put up reminders on my desk and read articles about professional speaking	Colleagues and supervisor	Throughout the term	Unprofessional verbal habits are so deeply engrained I will have to be very mindful and diligent when it comes to breaking them.	Successfully cut back on use of unnecessary superlatives and fillers during conversations at work

Information Management Skills - Locates, gathers and organizes information

Industry - Division	Learning Goal	How will you achieve your goal? (Tools, resources, methodology)	Who do you need to connect or partner with to achieve this goal?	What is the timeline for accomplishing this goal?	What are possible obstacles to achieving this goal?	How will you measure if you have achieved this goal?
Arts, Entertainment and Recreation - Marketing	To gain insight into the curriculum building and teaching techniques in arts education	Sit in classes and observe different teacher's approaches, access the art center's library of education and development books and past course outlines, and assist in classrooms when called upon by instructors	Course instructors	By the end of the work term	Balancing between these needs will likely require me to be adaptive in my requests. I will also need to ensure that my classroom time does not interfere with my organizational and project responsibilities.	I will have sat in on, assisted with, and read over the material work at least one class's worth in each of the different disciplines or age groups for classes offered.
Education Services	To establish a system in spreadsheet to effectively keep track of students in the program	Learn and improve current spreadsheet of the program	The employee of this position before me	By the end of the term	Taking over a spreadsheet organized by the person who held this position previous to me can be a challenge as I need to learn his/her preference on record keeping.	Have a solid system in place that is tailored to my personal approaches to organization of information

Information Management Skills - Analysis - identifies relevant information

Industry - Division	Learning Goal	How will you achieve your goal? (Tools, resources, methodology)	Who do you need to connect or partner with to achieve this goal?	What is the timeline for accomplishing this goal?	What are possible obstacles to achieving this goal?	How will you measure if you have achieved this goal?
Mining and Oil and Gas Extraction – Public Affairs	To improve analytical skills using quantitative or qualitative research methods on media content analysis	Complete training and keep a learning journal while doing the project	Strategic communications team	Monthly until the end of the term	Take imitative and reach out for training	Completion of a monthly media analysis for the strategic communications team
Non-Profit/Philanthropy – Research	To apply my data analysis skills in current job to meet objectives in conducting surveys	Conduct file analysis, determine notable trends of data and develop surveys	Co-workers who will be administering the surveys	Due date of the brief	Administering surveys effectively and overcoming unwillingness of respondents to answer certain questions	Clear answers are received for the surveys

Numeracy / Financial Skills - Observe, record data

Industry - Division	Learning Goal	How will you achieve your goal? (Tools, resources, methodology)	Who do you need to connect or partner with to achieve this goal?	What is the timeline for accomplishing this goal?	What are possible obstacles to achieving this goal?	How will you measure if you have achieved this goal?
Education Services	To be more technical in nature and to improve my Microsoft Excel skills in managing quantitative data	Download workbooks and learn from YouTube tutorials	Supervisor and co-workers	Before the next program application cycle, which will be taking place in October	Finding my own quiet time when I have completed all my other tasks at work to achieve the goal	The time it takes to locate relevant information in spreadsheets, feelings of competence, and the amount of relevant features I become aware of for managing the data

Numeracy / Financial Skills - Attentive to detail, able to identify and verify trends

Industry - Division	Learning Goal	How will you achieve your goal? (Tools, resources, methodology)	Who do you need to connect or partner with to achieve this goal?	What is the timeline for accomplishing this goal?	What are possible obstacles to achieving this goal?	How will you measure if you have achieved this goal?
Government/Public Administration – Litigation Management and Resolution Branch	To improve ability to summarize information and identify trends from reports	Take on exercises, complete relative readings and work projects	Supervisor	Ongoing until the end of work term	My bias and natural tendency to analyze documents and not commenting but just writing the facts	The quality and speed of completing summaries, my ability to skim work quicker and retain information faster
Oil & Gas/Mining	To be more efficient and accurate when tracking, inputting, and creating reports off of data	Double check/ triple check on information; receive feedback from others	Coworkers	Ongoing	Building a habit of reviewing my work after completion	Will be achieved in the sense that I always make sure to double check my work whenever I am creating a new report, or basing it on old reports

Critical Thinking and Problem Solving Skills – Seeks information and evaluates

Industry - Division	Learning Goal	How will you achieve your goal? (Tools, resources, methodology)	Who do you need to connect or partner with to achieve this goal?	What is the timeline for accomplishing this goal?	What are possible obstacles to achieving this goal?	How will you measure if you have achieved this goal?
Accommodation and Food Services – Human Resources	To learn how to operate and utilize a new HR management system	Complete training sessions and get help from people who have used it in the company	Outside trainers for the program, supervisor and other staff	Ongoing until end of the term	Outside factors such as the system is not introduced in time	Capability of imputing data into the system, procuring statements and explaining the system to others
Accommodation and Food Services – Food Services and Drinking Places	To contribute to HR policy and procedure documents to gain a greater understanding of the HR role	Research through texts, collaboration, ask questions, build upon already created documents, and use of online aid	Supervisor	End of June (for certain documents) and ongoing until end of term	Personal lack of time management skills	Finalize and apply documents (around 8-15) to the company on time, and ability to explain policy and procedures

Critical Thinking and Problem Solving Skills – Assesses and identifies problems

Industry - Division	Learning Goal	How will you achieve your goal? (Tools, resources, methodology)	Who do you need to connect or partner with to achieve this goal?	What is the timeline for accomplishing this goal?	What are possible obstacles to achieving this goal?	How will you measure if you have achieved this goal?
Oil & Gas/Mining	To develop my ability to interpret a geological data set and provide my own technical opinion on solutions to problems	Integrating feedback received together with independent problem solving to generate new ideas and provide solutions to challenges faced within my project	Production Geoscience team	By the end of the term	Dealing with conflicting advice from different team members with respect to problem solving	My ideas and opinions are well accepted.

Critical Thinking and Problem Solving Skills – Implements and monitors solutions

Industry - Division	Learning Goal	How will you achieve your goal? (Tools, resources, methodology)	Who do you need to connect or partner with to achieve this goal?	What is the timeline for accomplishing this goal?	What are possible obstacles to achieving this goal?	How will you measure if you have achieved this goal?
Non-Profit/Philanthropy – Research	To integrate and apply knowledge and skills gained from previous work experiences	Engage with and gather information from knowledgeable people, read relevant literatures, and attend meetings and events to gain insights	Co-workers, supervisor and people who are involved with various aspects of the organization	Ongoing until the end of the term	Lack of time available to deeply engage with individuals who can provide relative information	Ability to more quickly and deeply understand discussions about work
Non-Profit/Philanthropy – Employment Services	To increase productivity by working at a consistent pace across weekdays	Communicate with colleagues, and test different options of solutions	Colleagues	By the end of the term	Over-stretching myself with too much workload, not properly distributing my workload that is typically finished on Fridays throughout the week	Ability to find a way to increase productivity and to contribute more to the organization

Teamwork Skills - Understands and ensures goals and purpose of team are clear

Industry - Division	Learning Goal	How will you achieve your goal? (Tools, resources, methodology)	Who do you need to connect or partner with to achieve this goal?	What is the timeline for accomplishing this goal?	What are possible obstacles to achieving this goal?	How will you measure if you have achieved this goal?
Education Services	To provide greater assistance to my colleagues by understanding the complex, rules and technicalities behind day to day academic processes	Take notes of the most commonly asked questions at front desk, and discuss these questions with supervisors and advisors	Advisors and supervisors	By September	To determine what I could answer myself and what requires the knowledge of an advisor	Number of emails/phone calls/in person inquiries I am able to answer without the assistance of an advisor
Education Services	To understand student engagement initiatives and to develop leadership skills in the peer helpers team	Work closely with my supervisor, understand her expectations of the team, engage as much as I can with her projects and prioritize effectively	Supervisor and peer helpers	Ongoing throughout the term	Sometimes my other responsibilities distance me from some of my supervisor's projects.	Improved performance of the team

Teamwork Skills - Builds rapport with others

Industry - Division	Learning Goal	How will you achieve your goal? (Tools, resources, methodology)	Who do you need to connect or partner with to achieve this goal?	What is the timeline for accomplishing this goal?	What are possible obstacles to achieving this goal?	How will you measure if you have achieved this goal?
Mining and Oil and Gas Extraction – Public Affairs	To improve interpersonal skills by building good work relationships with my team	Continuously work with team members, get feedbacks, eat lunch with the team and attend staff events	Team members and my mentor	Ongoing until end of the term	My personal lack of social skills	Ability to communicate clearly and respectfully at work
Accommodation and Food Services	To develop teamwork skills and manage a store team efficiently	Work with my team to find the best way to manage the teamwork, and engage team building activities	All coworkers and my supervisor	In two weeks	Potential issues with cooperation and collaboration in the team	Feedback received from my supervisor and coworkers

Teamwork Skills - Respects and appreciates diversity and differences of others

Industry - Division	Learning Goal	How will you achieve your goal? (Tools, resources, methodology)	Who do you need to connect or partner with to achieve this goal?	What is the timeline for accomplishing this goal?	What are possible obstacles to achieving this goal?	How will you measure if you have achieved this goal?
Non-Profit/Philanthropy	To gain professional experience working with individuals who have intellectual disabilities	Extend in-office experience to first-hand experience at various events, and ensure to meet and interact with athletes	Program coordinator, coaches and athletes	Completed by August, 2017, the end of my work term	Not being provided with enough meaningful/significant opportunities to interact with athletes, or having too much administrative/desk work that prevents me from going out to programs	Whether I have spent at least 20 hours with athletes by the end of my work term
Government/Public Administration – Cooperative Marketing	To build on the understanding of how to work with different employee personalities within our work environment	Take the Myers Briggs type indicator course and review the results to better understand how to interact with coworkers in a professional environment	Coworkers, manager and HR Department	By the end of the term	Not knowing how to understand type differences and fully grasp this new way of understanding interactions; developing relationships with in field managers by digital and phone communication	Strong professional relationships are developed with in field managers

Organization and Time Management Skills - Schedules, prioritizes and meets deadlines

Industry - Division	Learning Goal	How will you achieve your goal? (Tools, resources, methodology)	Who do you need to connect or partner with to achieve this goal?	What is the timeline for accomplishing this goal?	What are possible obstacles to achieving this goal?	How will you measure if you have achieved this goal?
Government/Public Administration	To improve time management skills to increase effectiveness, efficiency and productivity on work appointments	Keep a consistent planner, use Outlook Calendar, constantly communicate with others	Supervisor and coworkers	Ongoing until the end of term	Forgetting and making even conflicting appointments because of carelessness	Making it to every appointment on time
Education Services	To set up daily and long term agenda's to ensure project deadlines are being met, to ensure that projects that are left behind are completed promptly	Set up daily agendas for tasks, connect with my supervisor to ensure project timelines are being met in a daily fashion, and handle issues timely	Direct supervisor	October 11th, 2016, one week before the planned delivery date of Student/Employer of the Year announcement letters	Staying organized to spend less time on finding files, information, or parts of projects	Have all letters, forms, and the mailing list database set up and ready to be executed

Organization and Time Management Skills - Plans, designs and completes projects or tasks

Industry - Division	Learning Goal	How will you achieve your goal? (Tools, resources, methodology)	Who do you need to connect or partner with to achieve this goal?	What is the timeline for accomplishing this goal?	What are possible obstacles to achieving this goal?	How will you measure if you have achieved this goal?
Mining and Oil and Gas Extraction – Public Affairs	To improve videography and editing skills by completing tasks available on social media channel and	Ask how I can be more involved in this area, attend meetings, and take on a small project I could be a part of	Digital media team	By end of the term	Not having much contact with digital media team in my day-to-day work	Completion of a project with the digital media team in some capacity
Education Services	To become more involved in the design of ongoing/new international development projects	Communicate and collaborate with my supervisor on the program review, research previous development projects, build on components of the project and assist upcoming events through a multitude of ways	Supervisor and project team	By the end of the term	Effective time management to prioritize and meet deadlines while working on other daily duties	Feedback from my supervisor and project team on my performance and involvement of the project

Computer Literacy Skills - Demonstrates technical knowledge

Industry - Division	Learning Goal	How will you achieve your goal? (Tools, resources, methodology)	Who do you need to connect or partner with to achieve this goal?	What is the timeline for accomplishing this goal?	What are possible obstacles to achieving this goal?	How will you measure if you have achieved this goal?
Government/Public Administration	To improve my market research skills through the use of Salesforce	Ongoing practise and connect with coworkers about the system	Commercial Specialists and other interns	By mid-June	Lake of time to take trainings on the marketing research system	Feedback from supervisors
Accommodation and Food Services – Marketing	To develop a complete understanding of how to use Business Manager for Facebook and Instagram to its fullest capacity	Finish all of Facebook Blueprint training, and use supervisor as a resource on the subject	My supervisor	By the end of the work term	Blueprint is very extensive and I am concerned that I may not have enough time to complete fully.	Completion of the training

Computer Literacy Skills - Demonstrates computer literacy and able to learn new applications

Industry - Division	Learning Goal	How will you achieve your goal? (Tools, resources, methodology)	Who do you need to connect or partner with to achieve this goal?	What is the timeline for accomplishing this goal?	What are possible obstacles to achieving this goal?	How will you measure if you have achieved this goal?
Education	To develop skills on the specific computer applications which the company utilizes, including MoveOn and various rosters	Complete necessary trainings, continue to input entries and be autonomous in when entries should be completed	Colleagues	By the end of the term	Limited direct resource available to guide me through the program	Value added to our organization with strengthened relationship with partners through enhancing local engagement
Education	To learn about advanced features in all Microsoft Office programs and how to properly utilize them	Microsoft's online resources and courses provided by the organization on Microsoft advanced features	Colleagues	Ongoing until the end of term	Finding a focused area of improvement as Microsoft Office has extensive list of productivity tools	Ability to suggest better ways to handle tasks using Microsoft Office applications

Adaptability Skills - Adapts to changes in environment

Industry - Division	Learning Goal	How will you achieve your goal? (Tools, resources, methodology)	Who do you need to connect or partner with to achieve this goal?	What is the timeline for accomplishing this goal?	What are possible obstacles to achieving this goal?	How will you measure if you have achieved this goal?
Non-Profit/Philanthropy	To adjust to the change in the absence of my Executive Director who went on emergency medical leave	Take extra responsibilities to ensure deadlines are met and increase collaboration with coworkers	Supervisor and coworkers	Ongoing until the end of term	I tend to take on too many extra shifts which makes me easily lose work/life balance.	Completion of tasks and feedbacks from my supervisor
Education Services	To quickly learn and adapt outlined plan of the mentorship program, which is a new responsibility for our office	Involve in creation of the outline/plan for the program and balance priorities of current and new responsibilities	program coordinator, manager and faculty representatives	By the end of the work term	Distractions created by my other responsibilities in this position, mainly assistance with the internship program	Being able to confidently contribute to the execution of this program in September

Adaptability Skills - Innovative and resourceful

Industry - Division	Learning Goal	How will you achieve your goal? (Tools, resources, methodology)	Who do you need to connect or partner with to achieve this goal?	What is the timeline for accomplishing this goal?	What are possible obstacles to achieving this goal?	How will you measure if you have achieved this goal?
Non-Profit/Philanthropy	To gain professional creative experience in graphics and promotional content design for various programs and events	Use computer design software and learn company requirements on graphics and promotional content	Marketing representatives, management committees and executive director	By the end of August, 2017	Might have too many projects going and unable to satisfactorily complete the design projects	Completion of at least three design projects
Non-Profit/Philanthropy	To implement new ideas to engage more clients at the Computer Learning Centre at least once every month, including a new way of promoting classes or creating new classes or ways of using the computer lab	Gather people's ideas that have worked/not worked, discuss with supervisor about implementation of new ideas, use software to create new class content, and use paper/printer resources to create guides or collateral	Supervisor, IT department, community clients, Employment Office and counsellors	By the end of the month	Delays by the existing tasks on top of the new ideas and being declined to implementation for any idea may require additional the time and resource	Attendance of computer use in the lab and feedback from people on how they feel about the new ideas

Attitudes and Behaviours - Shows interest, initiative and effort in work

Industry - Division	Learning Goal	How will you achieve your goal? (Tools, resources, methodology)	Who do you need to connect or partner with to achieve this goal?	What is the timeline for accomplishing this goal?	What are possible obstacles to achieving this goal?	How will you measure if you have achieved this goal?
Education	To take the initiative on projects and offer alternative methods to improve effectiveness and efficiency	Take actions upon what I see as needing to be done, bring up suggestions and discuss alternative methods with supervisor and coworkers	Direct supervisor and coworkers	Ongoing until the end of the term	Taking on too much additional tasks might be a distraction of my focus from important tasks.	I will be able to do more than is required and bring remarkable results.
Oil & Gas/Mining	To gain a thorough understanding of how each part of the business unit functions while making positive connections with each person I do work for	Meet and work with others, work on as many different projects with as many different people and departments as possible and present key findings to management	Supervisor, Head of Operations and others in the department	By the end of the term	Getting caught up in too many tedious projects in one department	Have worked on at least one substantial project with each of the departments by the end of the term

Attitudes and Behaviours - Handles situations professionally with integrity and honesty

Industry - Division	Learning Goal	How will you achieve your goal? (Tools, resources, methodology)	Who do you need to connect or partner with to achieve this goal?	What is the timeline for accomplishing this goal?	What are possible obstacles to achieving this goal?	How will you measure if you have achieved this goal?
Non-Profit/Philanthropy – Employment Services	To improve professionalism in the work environment by use of appropriate workplace language when handling situations	Slow down and filter my speech at work, and gain support from co-workers	Clients and co-workers	Ongoing	Need to break old speaking habits	Positive feedbacks received from clients and co-workers