



# Office of Literacy and Essential Skills

## Working with Others Self-Assessment

**Working with others** may require you to work in a number of different situations: independently, with a partner or a team, or in a leadership role. Strong **working with others** skills are essential in many workplaces and in everyday life. Complete this self-assessment to help you understand your **working with others** strengths and areas for improvement.

### Instructions:

1. Read each statement in **Section 1** and place a check mark in the column that **best** describes how well you can complete that task. The statements are grouped into three categories: working independently; working with a partner or a team; and working in a leadership role. **Tip:** Think about your work and life experiences as you consider each task.
2. Review your responses for each category. If you have checked five or more in the “Somewhat” and/or “No” columns, you may want to consider upgrading your skills in that category.
3. Complete **Section 2** to identify your training needs.

### Section 1: Self-Assessment

#### WORKING INDEPENDENTLY

I can...	Yes	Somewhat	No
Work independently to complete my tasks.			
Work with limited direction or supervision.			
Budget my time to ensure I complete tasks on time.			
Schedule and coordinate my work with the work of others.			
Organize my work tasks within a set of priorities.			
Take initiative by doing what needs to be done before being asked.			
Focus on my work even when there are distractions around me (e.g. other colleagues, background noise).			
Review my work to make sure that it is free of errors and meets quality standards.			
Ask for help or advice from co-workers or my supervisor when it is required.			
Provide regular progress reports to my supervisor so that he/she is aware of the work I do.			
<b>TOTAL</b>			

## WORKING WITH A PARTNER OR A TEAM

I can...	Yes	Somewhat	No
Work co-operatively with a partner or team to complete tasks.			
Coordinate my work with the work of my colleagues to complete group projects.			
Complete my assigned work on time so that team deadlines are met.			
Complete my fair share of tasks when working with a partner or team.			
Follow directions from my partner or team members as required.			
Give directions to my partner or team members as required.			
Participate in making group decisions by contributing my ideas and suggestions.			
Contribute to making decisions co-operatively and settling differences respectfully.			
Improve my work based on suggestions and advice I receive from my partner or other team members.			
Help build an open and trustworthy work environment by encouraging others to participate in team building activities.			
<b>TOTAL</b>			

## WORKING IN A LEADERSHIP ROLE

I can...	Yes	Somewhat	No
Coach or mentor others (e.g. help others by sharing my experiences and offering guidance or advice).			
Lead by setting a good example for the people around me.			
Support and encourage others.			
Let people know when they are doing a good job.			
Make decisions that I feel others can respect.			
Provide constructive feedback to help others improve their work.			
Take the lead in coordinating my colleagues' tasks in a group project.			
Demonstrate passion and enthusiasm for the work I do.			
Encourage group interactions and maintain a positive atmosphere within my team.			
Support colleagues by taking the time to help others with their work.			
<b>TOTAL</b>			

Continuous Learning • Thinking • Computer Use • Reading • Document Use • Numeracy • Writing • Oral Communication with Others • Continuous Learning • Thinking • Computer Use • Reading • Document Use • Numeracy • Writing • Collaboration • Working with Others • Continuous Learning • Thinking • Computer Use • Reading • Document Use • Numeracy

## Section 2: Personal Development

Completing this section will help you make informed training decisions.

- Look at the “Yes” columns in **Section 1** to identify your strengths, and record them below.
- Look at the “Somewhat” and/or “No” columns in **Section 1** to identify the areas that you need to develop or strengthen, and record them below.

### STRENGTHS:

*I am confident that I can...*

*E.g. focus on my work, even when there are distractions around me.*

1.

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2.

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3.

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**Tip:** Consider using your strengths to help a colleague, friend or family member improve their **working with others** skills.

### AREAS FOR IMPROVEMENT:

*I would like to improve my ability to...*

*E.g. take the lead on group projects.*

1.

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2.

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3.

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**Tip:** When developing your training plan, focus on improving one or two abilities at a time.

## Literacy and Essential Skills—for LEARNING, WORK and LIFE

To learn more about literacy and essential skills and other related tools, visit [hrsdc.gc.ca/essentialskills](https://hrsdc.gc.ca/essentialskills).



