

Vocabulary: “What Skills Do You Need to Work in Alberta”

Report (Noun): A summary of information that is written or spoken.

An agenda: A schedule of what you will talk about in a meeting.

Handed out- To give to others (give out).

Shared drive- A shared digital space for files.

Notes- A short comment to summarize important information.

Initiative - To do something without someone asking.

Problem solving- To fix a problem

Critical thinking- to consider something carefully before deciding.

Participants- people in a meeting or workshop

Register- to reserve a spot at an event.

Reminder- A thing that causes someone to remember something.

Evaluation- A sit down meeting with your boss about your performance.

Appointment- An arranged time when you will meet someone or do something.

Fill in- to write in your information on a form.

Improve- to make better.

Discuss- to talk about

Creative- to come up with an original idea.

Solutions- to fix problems.

Independently- to work alone

Punctual- to be on time/not late.

Communication - successful sharing of ideas and feelings.

Project- an individual or group activity that is carefully planned to achieve a particular goal.

Feedback- to give your opinion of something.

Performance- how you are doing at work with your assignments.

Attendance- Going regularly or being present at a place or event.

Teamwork- Working together with others.

Equal- Being treated the same.

Main points –The important parts.

Progress- Improving

Self-improvement – Improving yourself.