


## Do you have skills?

If you think you need training, get it for the skills that you DON'T already have. You can get recognition for skills used while volunteering for a community or sporting group. Think outside of a workplace; Just by completing this form you are on your way to a couple from Section 1; have kids, been networking, or even been on any dates lately... have a look in section 2; And as a parent, you may only need to be shown how to apply points 4 and 5 in section 3.... Wouldn't you do points 1 to 3 in section 3 every day with your family?

Tick the boxes below you feel comfortable with, and we'll work with you on the rest:

Section 1 - Navigate the World of Work	Section 2 - Interact with others	Section 3 - Get the work done, grouped in project management process
<p><b>Manage career and work life</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identifying work options</li> <li><input type="checkbox"/> Gaining work</li> <li><input type="checkbox"/> Developing relevant skills and knowledge</li> </ul> <p><b>Work with roles, rights and protocols</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Working within roles and responsibilities</li> <li><input type="checkbox"/> Operating within legal rights responsibilities</li> <li><input type="checkbox"/> Recognising and responding to protocols</li> </ul> <div style="text-align: center;">  <p>ozva.com.au</p> </div>	<p><b>Communicate for work</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Recognising communication systems, practice and protocols</li> <li><input type="checkbox"/> Speaking and listening</li> <li><input type="checkbox"/> Understanding, interpreting and acting</li> <li><input type="checkbox"/> Getting the message across</li> </ul> <p><b>Connect and work with others</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Understanding yourself</li> <li><input type="checkbox"/> Building rapport</li> <li><input type="checkbox"/> Cooperate and collaborating</li> </ul> <p><b>Recognise and utilise diverse perspectives</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Recognising different perspectives</li> <li><input type="checkbox"/> Responding to and utilising diverse perspectives</li> <li><input type="checkbox"/> Managing conflict</li> </ul>	<ol style="list-style-type: none"> <li>1. <b>Plan and organise</b></li> <li>2. <b>Make decisions</b></li> <li>3. <b>Identify and solve problems</b></li> <li>4. <b>Create and innovate</b></li> <li>5. <b>Work in a digital world</b></li> </ol> <p><b>Identifying Processes</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Planning and organising workload and commitments (1)</li> <li><input type="checkbox"/> Identifying problems (3)</li> <li><input type="checkbox"/> Generating ideas (4)</li> </ul> <p><b>Analysing Processes</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Establishing decision making scope (2)</li> <li><input type="checkbox"/> Applying decision-making processes (2)</li> <li><input type="checkbox"/> Recognising opportunities to develop and apply new ideas (4)</li> <li><input type="checkbox"/> Accessing, organising and presenting information (5)</li> <li><input type="checkbox"/> Selecting ideas for implementation (4)</li> </ul> <p><b>Implementation Processes</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Planning and implementing tasks (1)</li> <li><input type="checkbox"/> Using digitally based technologies and systems (5)</li> <li><input type="checkbox"/> Connecting with others (5)</li> </ul> <p><b>Monitoring and Controlling Processes</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Applying problem-solving processes (3)</li> <li><input type="checkbox"/> Managing risk (5)</li> </ul> <p><b>Review Processes</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reviewing impact (2)</li> <li><input type="checkbox"/> Reviewing outcomes (3)</li> </ul>