



WORKING WITH OTHERS

Almost all jobs in the Canadian workforce require some sort of interaction with others. This interaction may include live, face-to-face interactions, teleconferences, telephone calls, email, blogs, fax etc. Tasks that involve working with others may be straightforward with clear rules and routines or they may be more complex where the interaction requires negotiating, dealing with unpredictable situations, goal setting and dealing with complicating factors. Our work can involve having our work managed and co-ordinated by others or we may be required to oversee, manage and co-ordinate the work of others. Take a few minutes to answer the following questions to assess the work required in your current job.

Describe tasks that require interaction with other people at your job:

How often do you work with others?

- All the time
- A few times a day
- One time per day
- A few times per week
- One time per week
- A few times per month
- Monthly
- Other _____
- _____
- _____
- _____

My work includes the following interactions:

- Email
- Telephone
- Fax
- Chance meetings in the hallway
- Scheduled meetings one-to-one
- Team meetings
- Teleconference
- Blogs/on-line discussion groups
- Sub-committee meetings
- Video Conferencing
- Other _____
- Other _____
- None of the above

ESSENTIAL SKILLS

Skills you NEED for
Work, Learning
and Life



Level 1 (Check off the boxes that apply to your work situation)

- I primarily work alone and have little interaction with others
 - If I do have to interact with someone, there are reasons and guidelines in place for this interaction
 - Comments: _____
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Level 2 (Check off the boxes that apply to your work situation)

- I co-ordinate my work with one other person or a few others at my workplace
- When I work with others, there are established work routines that I follow

Examples:

- ✓ Small office or department, may work in close proximity
 - ✓ May have to “cover the phones” for someone
 - ✓ May have to “cover someone’s lunch”
 - ✓ Being late for work, late to return back from lunch or break affects the work or breaks of others)
 - ✓ We have pre-established guidelines that we have to work from
 - ✓ There are clear job descriptions that are followed
 - ✓ Everyone has clear roles
 - Comments: _____
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Level 3 (Check off the boxes that apply to your work situation)

- I have to co-ordinate my work with others on a regular basis or the work does not get done
 - My work is affected (negatively or positively) by the work that others do
 - My work affects the work of others (quality, timing, project completion etc.)
 - The goals of my work are clear but I sometimes need to make adaptations depending on the situation
 - I manage a team of workers and co-ordinate their work
 - Comments: _____
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Level 4 (Check off the boxes that apply to your work situation)

- I co-ordinate my work with lots of people
 - I have to integrate my work with others (interact through meetings, 1:1 conversations, email)
 - I have to wait for information from others to complete parts of my job
 - The goals of different departments have to be combined to work through negotiations
 - Comments: _____
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