



Adaptability

CLB Stage I

Adaptability means you can communicate with others with responsibility and flexibility when there is change.

☐ I can... try a simple new task with help.

For example...

- ☐ Raise my hand when a supervisor asks for volunteers to do a new task.



☐ I can... help find answers to problems.

For example...

- ☐ Ask questions about new equipment to understand its use.



☐ I can... show a positive attitude to feedback.

For example...

- ☐ Watch a co-worker who disagrees.



☐ I can... use new resources and tools.

For example...

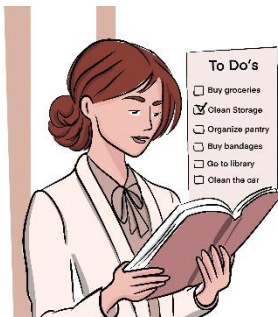
- ☐ Use a new software to organize tasks.



☐ I can... understand plans and priorities.

For example...

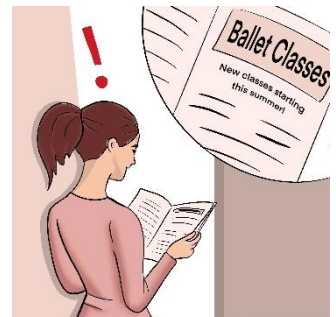
- ☐ Read about the tasks to be done during the day.



☐ I can... recognize when I need to learn new things.

For example...

- ☐ Read a flyer about a new training course on assertiveness or time-management training.





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CLB Stage II

Adaptability requires communicating with others in a way that conveys responsibility and flexibility in response to changing circumstances.

- ☐ **I can... understand and complete a new task with some help.**

For example...

- ☐ Read a message from a supervisor who is off sick to understand what they want you to say at a meeting.

- ☐ **I can... try to find solutions and anticipate changing circumstances.**

For example...

- ☐ Communicate with a customer and try to solve their problem.

- ☐ **I can... sign calmly and be empathic.**

For example...

- ☐ Respond to an angry customer with patience and understanding.

- ☐ **I can... understand and adapt to new protocols or processes.**

For example...

- ☐ Read about and set up a new way of organizing schedules.

- ☐ **I can... write an order of tasks according to priorities.**

For example...

- ☐ Create a daily list of tasks from most to least important.

- ☐ **I can... understand opportunities for improving myself.**

For example...

- ☐ Respond to constructive criticism by telling my supervisor how I plan to improve my performance.





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CLB Stage III

Adaptability requires communicating with others in a way that conveys responsibility and flexibility in response to changing circumstances.

- ☐ **I can... understand and complete a new task unsupervised.**

For example...

- ☐ Read about and implement a new approach for a team-building activity.

- ☐ **I can... act and communicate appropriately to maintain a calm demeanour in a high-stress**

For example...

- ☐ Communicate instructions calmly to staff during a workplace emergency.

- ☐ **I can... prioritize tasks based on self and external circumstances to achieve goals.**

For example...

- ☐ Share workload among co-workers to achieve the team's goal.

- ☐ **I can... evaluate changing circumstances and use new resources to address them.**

For example...

- ☐ Use relevant resources to learn about the skills required for a complex new work task.

- ☐ **I can... carry out a complex plan and manage expectations.**

For example...

- ☐ Sign arguments for and against a departmental restructuring and provide a plan of execution.

- ☐ **I can... reflect on setbacks and mistakes and adjust accordingly.**

For example...

- ☐ Explain a change in employee roles to a team.