

**SKILLSFUTURE SINGAPORE**  
**CRITICAL CORE SKILLS (CCS) REFERENCE DOCUMENT**

<b>CCS Category</b>	Staying Relevant		
<b>CCS</b>	Learning Agility		
<b>CCS Description</b>	Deploy different learning approaches which enable continuous learning across different contexts to drive self-development and the achievement of long-term career goals		
<b>CCS Proficiency Description</b>	<b>Basic</b>	<b>Intermediate</b>	<b>Advanced</b>
	<b>CCS-LGA-B001-1</b>	<b>CCS-LGA-I001-1</b>	<b>CCS-LGA-A001-1</b>
	Identify opportunities and targets for learning to facilitate continuous career development	Deploy various learning approaches in different settings to maximise opportunities for learning and self-reflection and measure their impact on the achievement of career goals	Establish an organisational culture of continuous learning to encourage the adoption of new learning approaches and identification of new learning opportunities
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Goal-setting techniques</li> <li>• Career planning techniques</li> <li>• Methods to gather feedback about own performance from others</li> <li>• Questioning techniques</li> <li>• Types of feedback channels</li> <li>• Types of learning preferences</li> <li>• Types of learning modes</li> <li>• Techniques to structure learning approaches</li> </ul>	<ul style="list-style-type: none"> <li>• Career management strategies</li> <li>• Coaching and mentoring techniques</li> <li>• Experimentation techniques</li> <li>• Self-directed learning techniques</li> <li>• Self-reflection techniques</li> <li>• Strategies to measure impact of learning outcomes</li> <li>• Types of learning and development pathways</li> <li>• Techniques to apply learning outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• Best practices in learning and development</li> <li>• Career development strategies</li> <li>• Emerging learning trends, approaches and theories</li> <li>• Methods to tailor learning approaches</li> <li>• Methods to overcome learning obstacles</li> <li>• Purposes of learning goals</li> <li>• Strategies to evaluate learning effectiveness</li> </ul>
<b>Abilities</b>	<ul style="list-style-type: none"> <li>• Collect feedback from internal and external sources on own career and learning development</li> <li>• Identify areas of strengths and development needs by internalising experiences, feedback and knowledge acquired</li> <li>• Set learning goals in line with development needs, interest areas and career plans</li> <li>• Record previous learning experiences in order to identify own learning preferences</li> <li>• Review different learning modes to identify suitable systematic learning approaches which meet own development needs</li> <li>• Use appropriate questioning techniques in different settings to acquire new skills and knowledge</li> <li>• Document own progress against learning goals</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate the importance of knowledge sharing and feedback to team members</li> <li>• Design personal learning and development pathways which maximise learning opportunities across multiple contexts, modes and content areas</li> <li>• Evaluate learning goals to determine potential opportunities for collaborative learning or exchange of knowledge and skills with other stakeholders</li> <li>• Prioritise opportunities to apply new knowledge or skills across multiple different work areas or disciplines</li> <li>• Integrate mentoring or reverse mentoring approaches to enable continuous self-reflection and feedback sharing</li> <li>• Identify learning opportunities which can support the development of team members</li> <li>• Implement different learning approaches to test strengths and weaknesses of different approaches for own learning goals</li> <li>• Analyse effectiveness and impact of learning on work performance and development against defined criteria</li> <li>• Measure progress against learning goals to identify potential stretch targets or adjustments to be made to learning approaches</li> </ul>	<ul style="list-style-type: none"> <li>• Champion the importance of self-reflection and development to foster a culture of continuous learning across the organisation</li> <li>• Formulate long-term career development strategies to determine priority learning goals and opportunities</li> <li>• Define criteria to evaluate learning approaches for diverse development needs</li> <li>• Evaluate causes of learning obstacles to recommend alternative approaches</li> <li>• Lead the development and implementation of organisational learning initiatives</li> <li>• Leverage organisation-wide networks to establish opportunities for cross-organisational learning exchanges and initiatives</li> <li>• Spearhead the integration of mentoring approaches across the organisation</li> <li>• Devise criteria to measure learning effectiveness and impact on work performance and development</li> <li>• Assess emerging learning trends, approaches and theories to recommend improvements to learning approaches and initiatives</li> </ul>