**Employability Skills 2000+**

***The skills you need to enter, stay in, and progress in the world of work-whether you work on your own or as a part of a team.***

*These skills can also be applied and used beyond the workplace in a range of daily activities.*

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| **Fundamental Skills***The skills needed as a base for further development* | **Personal Management Skills** *The personal skills, attitude and behaviours that drive one’s potential for growth* | **Teamwork Skills***The skills and attributes needed to contribute productively* |
| *You will be better prepared to progress in the world of work when you can:***Communicate*** read and understand information presented in a variety of forms (e.g., words, graphs, charts, diagrams)
* write and speak so others pay attention and understand
* listen and ask questions to understand and appreciate the points of view of others
* share information using a range of information and communications tech-nologies (e.g., voice, e-mail, computers)
* use relevant scientific, technological and mathematical knowledge and skills to explain or clarify ideas

**Manage Information*** locate, gather and organize information

using appropriate technology and information systems* access, analyze and apply knowledge and skills from various disciplines (e.g., the arts, languages, sciences and the humanities)

**Use Numbers*** decide what needs to be measured or calculated
* observe and record data using appropriate methods, tools and technology
* make estimates and verify calculations

**Think & Solve Problems*** assess situations and identify problems
* seek different points of view and evaluate them based on facts
* recognize the human, interpersonal technical, scientific and mathematical dimensions of a problem
* identify the root cause of a problem
* be creative and innovative in exploring possible solutions
* readily use science, technology and mathematics as ways to think, gain and share knowledge, solve problems and make decisions
* evaluate solutions to make recommendations or decisions
* implement solutions
* check to see if a solution works and act on opportunities for improvement
 | *You will be able to offer yourself greater possibilities for achievement when you can*: **Demonstrate Positive Attitudes & Behaviours*** feel good about yourself and be confident
* deal with people, problems and situations with honesty, integrity and personal ethics
* recognize your own and other people’s good efforts
* take care of your personal health
* show interest, initiative and effort

**Be Responsible** * set goals and priorities balancing work and personal life
* plan and manage time, money and other resources to achieve goals
* assess, weigh and manage risk
* be accountable for your actions and the actions of your group
* be socially responsible and contribute to your community

**Be Adaptable** * work independently or a s a part of a team
* carry out multiple tasks or projects
* be innovative and resourceful: identify and suggest alternative ways to achieve goals and get the job done
* be open and respond constructively to change
* learn from your mistakes and accepts feedback
* cope with uncertainty

**Learn Continuously*** be willing to continuously learn and grow
* assess personal strengths and areas for development
* set your own learning goals
* identify and access learning sources and opportunities
* plan for and achieve your learning goals

**Work Safely*** be aware of personal and group health and safety practices and procedures and act in accordance with these
 | *You will be better prepared to add value to the outcomes of a task, project team when you can:***Work with Others*** understand and work within the dynamics of a group
* ensure that a team’s purpose and objectives are clear
* be flexible: respect, be open to and supportive of the thoughts, opinions and contributions of others in a group
* recognize and respect people’s diversity, individual differences and perspectives
* accept and provide feedback in a constructive and considerate manner
* contribute to a team by sharing information and expertise
* lead or support when appropriate, motivating a group for high performance
* understand the role of conflict in a group to reach solutions
* manage and resolve conflict when appropriate

**Participate in Projects & Tasks*** plan, design or carry out a project or task from start to finish with well-defined objectives and outcomes
* develop a plan, seek feedback, test revise and implement
* work to agreed quality standards and specifications
* select and use appropriate tools and technology for a task or project
* adapt to changing requirements and information
* continuously monitor the success of a projects or task and identify ways to improve

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