**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   The Conference Board of Canada  *Internet:* [www.conferenceboard.ca/education](http://www.conferenceboard.ca/education) |