

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.

Fundamental Skills The skills needed as a basis for further development	Personal Management Skills The personal skills, attitudes, and behaviours that drive one's potential for growth	Teamwork Skills The skills and attributes needed to contribute productively
<p>You will be better prepared to progress in the world of work when you can:</p> <p>Communicate</p> <ul style="list-style-type: none"> 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 technologies (e.g., voice, e-mail, computers) use relevant scientific, technological, and mathematical knowledge and skills to explain or clarify ideas <p>Manage Information</p> <ul style="list-style-type: none"> 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, science, technology, mathematics, social sciences, and the humanities) <p>Use Numbers</p> <ul style="list-style-type: none"> decide what needs to be measured or calculated observe and record data using appropriate methods, tools, and technology make estimates and verify calculations <p>Think & Solve Problems</p> <ul style="list-style-type: none"> 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 to for improvement 	<p>You will be able to offer yourself greater possibilities for achievement when you can:</p> <p>Demonstrate Positive Attitudes & Behaviours</p> <ul style="list-style-type: none"> 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 <p>Be Responsible</p> <ul style="list-style-type: none"> 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 <p>Be Adaptable</p> <ul style="list-style-type: none"> work independently or as 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 accept feedback cope with uncertainty <p>Learn Continuously</p> <ul style="list-style-type: none"> 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 <p>Work Safely</p> <p>be aware of personal and group health and safety practices and procedures, and act in accordance with them</p>	<p>You will be better prepared to add value to the outcomes of a task, project, or team when you can:</p> <p>Work With Others</p> <ul style="list-style-type: none"> understand and work within the dynamics of a group ensure that a team's purpose and objectives are clear be flexible: respect, and 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 <p>Participate In Projects and Tasks</p> <ul style="list-style-type: none"> 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-upon 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 project or task and identify ways to improve <div data-bbox="1247 1549 1338 1661" style="text-align: center;"> </div> <p style="text-align: center;">The Conference Board of Canada</p> <p style="text-align: center;">255 Smyth Road, Ottawa ON K1H 8M7 Canada Tel. (613) 526-3280 Fax (613) 526-4857</p> <p style="text-align: center;">http://www.conferenceboard.ca</p>