

APPLY YOUR EMPLOYABILITY SKILLS AT WORK

Employability Skills 2000+ are the critical skills you need in the workplace—whether you are self-employed or working for others.

Employability Skills 2000+ include communication, problem solving, positive attitudes and behaviours, adaptability, working with others, and science, technology and mathematics skills.

APPLY YOUR EMPLOYABILITY SKILLS ELSEWHERE IN YOUR LIFE

Employability Skills 2000+ can also be applied beyond the workplace in your daily and personal activities.

DEVELOP YOUR EMPLOYABILITY SKILLS

You can develop your Employability Skills 2000+ at home, at school, at work and in the community.

Family, friends, teachers, neighbours, employers, co-workers, government, business and industry can all play a part in helping you build these skills.

Looking for Ways to Improve Your Own Employability Skills?

The *Employability Skills Toolkit for the Self-Managing Learner* Can Help You!

The *Employability Skills Toolkit* is a suite of practical tools designed to help you:

- know yourself and get feedback;
- identify and reflect on your skills;
- plan skills development activities;
- implement your development plans and practise your skills; and
- document and market your skills for best success.

For more information on the *Toolkit* or how to work with the Conference Board to produce a customized version of the *Toolkit*, visit The Conference Board's Web site.



www.conferenceboard.ca/education

Member Organizations

Employability Skills 2000+ was developed by members of The Conference Board of Canada's Employability Skills Forum and the Business and Education Forum on Science, Technology and Mathematics.

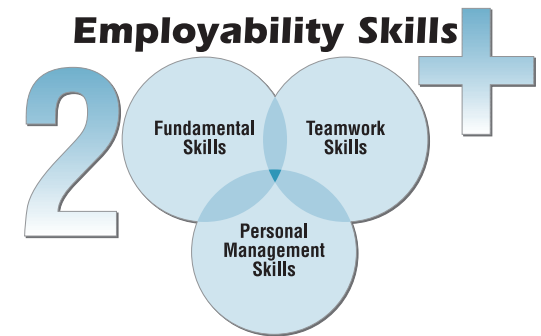
AIESEC Canada Inc.
Alberta Human Resources and Employment
Alberta Learning
Association of Colleges of Applied Arts and Technology of Ontario
Association of Canadian Community Colleges
Automotive Parts Manufacturers' Association
Bank of Montreal
Bow Valley College
British Columbia Centre for Applied Academics
British Columbia Ministry of Education
Canada Post Corporation
Canadian Forces Recruiting Services Headquarters
Canadian Labour Force Development Board
Canadian Microelectronics Corporation
CAREERS: The Next Generation Foundation
Central Nova Industry Education Council
Conseil des écoles catholiques de langue française du Centre-Est — Ontario
CORCAN—Correctional Service Canada
Crain-Drummond Inc.
Dufferin-Peel Catholic District School Board—Ontario
Durham District School Board—Ontario
Elza Seregelyi and Associates, Inc.
Hewlett-Packard (Canada) Ltd.
Human Resources Development Canada
Imperial Oil Limited
Imperial Oil National Centre for Mathematics, Science and Technology Education
Industry Canada
Investors Group Inc.
J.D. Irving, Limited
Keyano College
Let's Talk Science
McGraw-Hill Ryerson Limited
Merck Frost Canada & Co.
Mount Royal College
New Brunswick Department of Education
Nortel Networks
Ontario Ministry of Education
Ottawa Centre for Research and Innovation
Peace River South—School District No. 59—British Columbia
Peel District School Board—Ontario
Royal Bank of Canada
Saskatchewan Institute of Applied Science and Technology
Seneca College of Applied Arts and Technology
Shad International
Skills Canada—Ontario
Southwest Regional School Board—Nova Scotia
Statistics Canada
Syncrude Canada Ltd.
Software Human Resource Council Inc.
Toronto District School Board—Ontario
TransAlta Corporation
Treasury Board of Canada Secretariat
York University

Également disponible en français.
May 2000



The Conference Board of Canada

communicate, manage information, use numbers, work with others, be a



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 part of a team

Employability Skills 2000+ are the employability skills, attitudes and behaviours that you need to participate and progress in today's dynamic world of work.

The Conference Board invites and encourages students, teachers, parents, employers, labour, community leaders and governments to use Employability Skills 2000+ as a framework for dialogue and action. Understanding and applying these skills will help you enter, stay in, and progress in the world of work.

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 base for further development

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 technologies (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, science, technology, mathematics, social 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

Personal Management Skills

The personal skills, attitudes and behaviours that drive one's potential for growth

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 as 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 accept 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

Teamwork Skills

The skills and attributes needed to contribute productively

You will be better prepared to add value to the outcomes of a task, project or 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 project or task and identify ways to improve



The Conference Board of Canada

255 Smyth Road, Ottawa
ON K1H 8M7 Canada
Tel. (613) 526-3280
Fax (613) 526-4857

Internet: www.conferenceboard.ca/education