**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 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.

**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 beyong 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.

**Fundamental Skills**

 ~The skills needed as a basis 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, analyse, 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 AND 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 AND 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 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 them



**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, 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

PARTICIPATE IN PROJECTS AND 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 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

Source: the Conference Board of Canada’s Employability Skills Forum, and the Business and Education Forum on Science, Technology and Mathematics.

Note: These materials have been developed and adapted from a range of sources for the purpose of the Bruce County Job Search Club.