

Employability Skills 2000+ Checklist for Adapting Your Message to Your Audience

The Conference Board of Canada
Insights You Can Count On



In this module, the key skills from the Conference Board of Canada's Employability Skills 2000+ are

Communicate

- ✓ write and speak so others pay attention and understand
- ✓ listen and ask questions to understand and appreciate the points of view of others

Think & Solve Problems

- ✓ assess situations and identify problems
- ✓ seek different points of view and evaluate them based on facts

Demonstrate Positive Attitudes & Behaviours

- ✓ deal with people, problems, and situations with honesty, integrity, and personal ethics
- ✓ show interest, initiative, and effort

Be Adaptable

- ✓ be open and respond constructively to change
- ✓ cope with uncertainty

Learn Continuously

- ✓ be willing to continuously learn and grow
- ✓ assess personal strengths and areas for development
- ✓ identify and access learning sources and opportunities

Work with Others

- ✓ understand and work within the dynamics of a group
- ✓ recognize and respect people's diversity, individual differences, and perspectives
- ✓ be flexible: respect, be open to, and be supportive of the thoughts, opinions, and contributions of others in a group
- ✓ accept and provide feedback in a constructive and considerate manner