

Employability Skills 2000+ Checklist for Communicating across Cultures

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

Manage Information

- ✓ access, analyze, and apply knowledge and skills from various disciplines (e.g., the arts, languages, science, technology, mathematics, social sciences, and the humanities)

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

Work with Others

- ✓ understand and work within the dynamics of a group
- ✓ be flexible: respect, be open to, and be 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

Learn Continuously

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

Participate in Projects & Tasks

- ✓ adapt to changing requirements and information