

■ Employability Skills 2000+ Checklist for Designing Documents, Slides, and Screens

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

- ✓ listen and ask questions to understand and appreciate the points of view of others
- ✓ share information using a range of information and communication technologies (e.g., voice, email, computers)
- ✓ use relevant scientific, technological, and mathematical knowledge and skills to explain or clarify ideas

■ Think & Solve Problems

- ✓ seek different points of view and evaluate them based on facts
- ✓ recognize the human, interpersonal, technical, scientific, and mathematical dimensions of a problem
- ✓ be creative and innovative in exploring possible solutions

■ Work with Others

- ✓ recognize and respect people's diversity, individual differences, and perspectives