

## ■ Employability Skills 2000+ Checklist for Positive Emphasis

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

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- ✓ write and speak so others pay attention and understand

### ■ Manage Information

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- ✓ assess, analyze, and apply knowledge and skills from various disciplines

### ■ Think & Solve Problems

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- ✓ assess situations and identify problems
- ✓ seek different points of view and evaluate them based on facts
- ✓ be creative and innovative in exploring possible solutions
- ✓ recognize the human, interpersonal, technical, scientific, and mathematical dimensions of a problem
- ✓ check to see if a solution works, and act on opportunities for improvement

### ■ Be Adaptable

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- ✓ be innovative and resourceful: identify and suggest alternative ways to achieve goals and get the job done
- ✓ be open and respond constructively to change