

## Employability Skills 2000+ Checklist for Informative and Positive Messages

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
- ✓ share information using a range of information and communications technologies (e.g., voice, email, 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

### 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
- ✓ 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