

Employability Skills 2000+ Checklist for Negative 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

- ✓ read and understand information presented in a variety of forms (e.g., words, graphs, charts, diagrams)
- ✓ 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

Use Numbers

- ✓ decide what needs to be measured or calculated
- ✓ observe and record data using appropriate methods, tools, and technology
- ✓ make estimates and verify calculations

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

Work with Others

- ✓ understand and work within the dynamics of a group