

Employability Skills 2000+ Checklist for Persuasive 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

- ✓ share information using a range of information and communications technologies (e.g., voice, email, computers)
- ✓ write and speak so others pay attention and understand
- ✓ 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

- ✓ recognize the human, interpersonal, technical, scientific, and mathematical dimensions of a problem
- ✓ readily use science, technology, and mathematics as ways to think, gain and share knowledge, solve problems, and make decisions

Be Responsible

- ✓ set goals and priorities, balancing work and personal life
- ✓ plan and manage time, money, and other resources to achieve goals

Be Adaptable

- ✓ be innovative and resourceful: identify and suggest alternative ways to achieve goals and get the job done
- ✓ cope with uncertainty

Participate in Projects & Tasks

- ✓ work to agreed quality standards and specifications
- ✓ adapt to changing requirements and information