

## Employability Skills 2000+ Checklist for Choosing the Right Word

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
- ✓ 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

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- ✓ locate, gather, and organize information using appropriate technology and information systems

### Be Adaptable

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- ✓ be open and respond constructively to change
- ✓ cope with uncertainty

### Participate in Projects & Tasks

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- ✓ work to agreed quality standards and specifications
- ✓ select and use appropriate tools and technology for a task or project
- ✓ adapt to changing requirements and information