

## Employability Skills 2000+ Checklist for Listening

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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- ✓ listen and ask questions to understand and appreciate the points of view of others
- ✓ share information using a range of information and communications technologies (e.g., voice, email, computers)

### Think & Solve Problems

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- ✓ seek different points of view and evaluate them based on facts
- ✓ recognize the human, interpersonal, technical, scientific, and mathematical dimensions of a problem

### Be Adaptable

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

### Learn Continuously

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- ✓ be willing to continuously learn and grow
- ✓ assess personal strengths and areas for development

### Work with Others

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- ✓ be flexible: respect, be open to, and be supportive of the thoughts, opinions, and contributions of others in a group
- ✓ accept and provide feedback in a constructive and considerate manner
- ✓ recognize and respect people's diversity, individual differences, and perspectives