

Employability Skills 2000+ Checklist for Working and Writing in Teams

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

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
- ✓ check to see if a solution works, and act on opportunities for improvement

Demonstrate Positive Attitudes & Behaviours

- ✓ deal with people, problems, and situations with honesty, integrity, and personal ethics
- ✓ recognize your own and other people's good efforts
- ✓ show interest, initiative, and effort

Be Adaptable

- ✓ work independently or as part of a team
- ✓ carry out multiple tasks or projects
- ✓ be innovative and resourceful: identify and suggest alternative ways to achieve goals and get the job done
- ✓ be open and respond constructively to change
- ✓ cope with uncertainty

Work with Others

- ✓ understand and work within the dynamics of a group
- ✓ ensure that a team's purpose and objectives are clear
- ✓ be flexible: respect, be open to, and be supportive of the thoughts, opinions, and contributions of others in a group
- ✓ recognize and respect people's diversity, individual differences, and perspectives
- ✓ accept and provide feedback in a constructive and considerate manner
- ✓ contribute to a team by sharing information and expertise
- ✓ lead or support when appropriate, motivating a group for high performance
- ✓ understand the role of conflict in a group to reach solutions
- ✓ manage and resolve conflict when appropriate

Participate in Projects & Tasks

- ✓ 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