

Employability Skills 2000+ Checklist for Planning, Managing, and Recording Meetings

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
- ✓ 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)
- ✓ 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

Demonstrate Positive Attitudes and Behaviours

- ✓ feel good about yourself and be confident
- ✓ deal with people, problems, and situations with honesty, integrity, and personal ethics

Be Responsible

- ✓ plan and manage time, money, and other resources to achieve goals
- ✓ be socially responsible and contribute to your community
- ✓ be accountable for your actions and the actions of your group

Be Adaptable

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

Work with Others

- ✓ understand and work within the dynamics of a group
- ✓ be flexible: respect, be open to, and be supportive of the thoughts, opinions, and contributions of others in a group
- ✓ ensure that a team's purpose and objectives are clear
- ✓ recognize and respect people's diversity, individual differences, and perspectives

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