

Employability Skills 2000+ Checklist for Making Oral Presentations

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
- ✓ 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

Participate in Projects & Tasks

- ✓ plan, design, or carry out a project or task from start to finish with well-defined objectives and outcomes
- ✓ develop a plan, seek feedback, test, revise, and implement
- ✓ select and use appropriate tools and technology for a task or project
- ✓ adapt to changing requirements and information