

NEXUS

Employability Skills Assignment

Expectations:

- ◆ Self assessment skills
- ◆ Job readiness skills and an understanding of the school and placement expectations that they are to achieve in the cooperative education course

The Conference Board of Canada's Employability Skills 2000+ is a comprehensive list of those skills that you will need in order to enter, stay in, and progress in the world of work – whether you work on your own or as part of a team. These skills can also be applied and used beyond the workplace in a range of daily activities.

As you will see on the reverse of this page, the Employability Skills are divided into three categories: Fundamental Skills, Personal Management Skills, and Teamwork Skills.

Reflection Assignment:

Expectation:

- ◆ Reflect on and analyse their placement expectations

Look over the list of 56 skills. Underline those skill you feel you are demonstrating at your workplace. On your Reflection, write up a "Proof of Skill" statement for 10 of the underlined skills. Please ensure that you choose at least three skills each from Fundamental Skills, Personal Management Skills and Teamwork Skills.

Employability Skills 2000+

The skills you need to enter, stay in, and progress in the world of work – whether you work on your own or as part of a team. These skills can also be applied and used beyond the workplace in a range of daily activities

Fundamental Skills The skills needed as a base for further development	Personal Management Skills The personal skills, attitudes & behaviours that drive one's potential for growth.	Teamwork Skills The skills & attributes needed to contribute productively
<i>You will be better prepared to progress in the world of work when you can:</i>	<i>You will be able to offer yourself greater possibilities for achievement when you can:</i>	<i>You will be better prepared to add value to the outcomes of a task, project or team when you can:</i>
<p>Communicate</p> <ol style="list-style-type: none"> 1. read & understand information presented in a variety of forms (e.g. words, graphs, charts, diagrams) 2. write & speak so others pay attention & understand 3. listen & ask questions to understand & appreciate the points of view of others 4. share information using a range of information & communications technologies(e.g. voice, e-mail, computers) 5. use relevant scientific, technological & mathematical knowledge & skills to explain or clarify ideas. <p>Manage Information</p> <ol style="list-style-type: none"> 6. locate, gather & organize information using appropriate technology & information systems 7. access, analyze & apply knowledge & skills from various disciplines (e.g. the arts languages, science, technology, mathematics, social sciences, and the humanities) <p>Use Numbers</p> <ol style="list-style-type: none"> 8. decide what needs to be measured or calculated 9. observe & record data using appropriate methods, tools & technology 10. makes estimates & verify calculations <p>Think & Solve Problems</p> <ol style="list-style-type: none"> 11. assess situations & identify problems 12. seek different points of view & evaluate them based on facts 13. recognize the human, interpersonal, technical, scientific & mathematical dimensions of a problem 14. identify the root cause of a problem 15. be creative & innovative in exploring possible solutions 16. readily use science, technology & mathematics as ways to think, gain & share knowledge, solve problems & make decisions 17. evaluate solutions to make recommendations or decisions 18. implement solutions 19. check to see if a solution works, & act on opportunities for improvement 	<p>Demonstrate Positive Attitudes & Behaviours</p> <ol style="list-style-type: none"> 20. feel good about yourself & be confident 21. deal with people, problems & situations with honesty, integrity & personal ethics. 22. recognize your own & other people's good efforts 23. take care of your personal health 24. show interest, initiative & effort <p>Be Responsible</p> <ol style="list-style-type: none"> 25. set goals & priorities balancing work & personal life 26. plan & manage time, money, & other resources to achieve goals 27. assess, weigh & manage risk 28. be accountable for your actions & the actions of your group 29. be socially responsible & contribute to your community <p>Be Adaptable</p> <ol style="list-style-type: none"> 30. work independently or as a part of a team 31. carry out multiple tasks or projects 32. be innovative & resourceful: identify & suggest alternative ways to achieve goals & get the job done 33. be open & respond constructively to change 34. learn from your mistakes & accept feedback 35. cope with uncertainty <p>Learn Continuously</p> <ol style="list-style-type: none"> 36. be willing to continuously learn & grow 37. assess personal strengths & areas for development 38. set your own learning goals 39. identify & access learning sources & opportunities 40. plan for & achieve your learning goals <p>Work Safely</p> <ol style="list-style-type: none"> 41. be aware of personal & group health & safety practices & procedures, & act in accordance with these 	<p>Work with Others</p> <ol style="list-style-type: none"> 42. understand & work within the dynamics of a group 43. ensure that a team's purpose & objectives are clear 44. be flexible: respect, be open to & supportive of the thoughts, opinions & contributions of others in a group 45. recognize & respect people's diversity, individual differences & perspectives 46. accept & provide feedback in a constructive & considerate manner 47. contribute to a team by sharing information & expertise 48. lead or support when appropriate, motivating a group for high performance 49. understand the role of conflict in a group to reach solutions 50. manage & resolve conflict when appropriate <p>Participate in Projects & Tasks</p> <ol style="list-style-type: none"> 51. plan, design or carry out a project or task from start to finish with well-defined objectives & outcomes 52. develop a plan, seek feedback, test, revise & implement 53. work to agreed quality standards & specifications 54. select & use appropriate tools & technology for a task or project 55. adapt to changing requirements & information 56. continuously monitor the success of a project or task & identify ways to improve

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Employability Skills

Reflection Assignment

Name _____

Date: _____

Skill Number	Proof of Skill
E.g. 50	When a customer complained about the slow service, I apologized and served her right away. This demonstrates that I can manage and resolve conflict.

Date Completed:

Teacher Signature: