

# Connecting to the 21<sup>st</sup> Century

## SKILLS, ATTITUDES & BEHAVIOURS FOR LIFE, LEARNING AND WORK *your gateway to the resources*

CONFERENCE BOARD OF CANADA EMPLOYABILITY SKILLS	HRSDC's ESSENTIAL SKILLS	CONFERENCE BOARD OF CANADA ATTITUDES & BEHAVIOURS EMPLOYERS LOOK FOR
Read, comprehend and use written materials including graphs, charts and displays	<ul style="list-style-type: none"> <li>— Reading text</li> <li>— Document Use</li> </ul>	Self-esteem and confidence
Write effectively in the languages in which business is conducted	— Writing	Honesty, integrity and personal ethics Initiative, energy and persistence to get the job done
Understand and solve problems involving mathematics and use the results	— Numeracy	Accountability for actions taken
Understand and speak the languages in which business is conducted	— Oral Communication	A positive attitude toward change
Listen to understand and learn	<ul style="list-style-type: none"> <li>— Thinking Skills</li> <li>— Problem Solving</li> <li>— Decision Making</li> </ul>	Recognition of and respect for people's diversity and individual; differences
Think critically and act logically to evaluate situations, solve problems and make decisions	<ul style="list-style-type: none"> <li>— Job Task Planning and organizing</li> <li>— Significant use of memory</li> </ul>	The ability to identify and suggest new ideas to get the job done—creativity
Access and apply specialized knowledge from various fields (e.g. skilled trades, technology, physical sciences, arts and social sciences)	— Finding information	The ability to set goals and priorities in work and personal life
Work with others	— Working with others	The ability to manage time, money and other resources to achieve goals
Use technology, instruments, tools, and information systems effectively	— Computer Use	A positive attitude to learning, growth and personal health
Continue to learn for life	— Continuous learning	