

Career Education 9

UNIT 2

Employability Skills

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| <p>Name:</p> <p>Section</p> |
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EMPLOYABILITY 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 a 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 and behaviours that drive one's potential for growth | Personal Management Skills The personal skills, attitudes and behaviours that drive one's potential for growth |
|--|--|---|
| <p>You will be better prepared to progress in the world of work when you can:</p> <p>Communicate</p> <ul style="list-style-type: none"> • read and understand information presented in a variety of forms (e.g., words, graphs, charts, diagrams) • 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, e-mail, computers) • use relevant scientific, technological and mathematical knowledge and skills to explain or clarify ideas <p>Manage Information</p> <ul style="list-style-type: none"> • locate, gather and organize information using appropriate technology and information systems • access, analyze and apply knowledge and skills from various disciplines (e.g., the arts, languages, science, technology, mathematics, social sciences, and the humanities) <p>Use Numbers</p> <ul style="list-style-type: none"> • decide what needs to be measured or calculated • observe and record data using appropriate methods, tools and technology | <p>You will be able to offer yourself greater possibilities for achievement when you can:</p> <p>Demonstrate Positive Attitudes & Behaviours</p> <ul style="list-style-type: none"> • feel good about yourself and be confident • deal with people, problems and situations with honesty, integrity and personal ethics • recognize your own and other people's good efforts • take care of your personal health • show interest, initiative and effort <p>Be Responsible</p> <ul style="list-style-type: none"> • set goals and priorities balancing work and personal life • plan and manage time, money and other resources to achieve goals • assess, weigh and manage risk • be accountable for your actions and the actions of your group • be socially responsible and contribute to your community <p>Be Adaptable</p> <ul style="list-style-type: none"> • work independently or as a 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 | <p>You will be better prepared to add value to the outcomes of a task, project or team when you can:</p> <p>Work with Others</p> <ul style="list-style-type: none"> • 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 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 <p>Participate In Projects & Tasks</p> <ul style="list-style-type: none"> • 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 • 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 |

| | | |
|--|--|--|
| <ul style="list-style-type: none"> • make estimates and verify calculations <p>Think & Solve Problems</p> <ul style="list-style-type: none"> • 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 • identify the root cause of a problem • be creative and innovative in exploring possible solutions • readily use science, technology and mathematics as ways to think, gain and share knowledge, solve problems and make decisions • evaluate solutions to make recommendations or decisions • implement solutions • check to see if a solution works, and act on opportunities for improvement | <p>job done</p> <ul style="list-style-type: none"> • be open and respond constructively to change • learn from your mistakes and accept feedback • cope with uncertainty <p>Learn Continuously</p> <ul style="list-style-type: none"> • be willing to continuously learn and grow • assess personal strengths and areas for development • set your own learning goals • identify and access learning sources and opportunities • plan for and achieve your learning goals <p>Work Safely</p> <ul style="list-style-type: none"> • be aware of personal and group health and safety practices and procedures, and act in accordance with these | <ul style="list-style-type: none"> • continuously monitor the success of a project or task and identify ways to improve <p>255 Smyth Road, Ottawa ON K1H 8M7 Canada Tel. (613) 526-3280 Fax (613) 526-4857 Internet: www.conferenceboard.ca/education</p> |
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Employability Skills 2000 Brochure 2000 E/F (Ottawa: The Conference Board of Canada, 2000)*

For a 1 page printout, visit the website noted above.

EMPLOYABILITY SKILLS

Group Activity

The skills you need to enter, stay in, and progress in the world of work, whether you work on your own or as a part of a team.

| | Interpret the meaning of each skill | Examples of ways your group members exhibit this skill at school |
|---|-------------------------------------|--|
| Communicate Fundamental Skill | | |
| Manage Information Fundamental Skill | | |
| Use Numbers Fundamental Skill | | |
| Think and Solve Problems Fundamental Skill | | |
| Demonstrate Positive Attitudes and Behaviors Personal Management Skills | | |

Activity

| | Interpret the meaning of each skill | Examples of ways your group members exhibit this skill at school |
|---|-------------------------------------|--|
| Be Responsible Personal Management Skills | | |
| Be Adaptable Personal Management Skills | | |
| Learn Continuously Personal Management Skills | | |
| Work Safely Personal Management Skills | | |
| Work With Others Teamwork Skills | | |
| Participate in Projects & Tasks Teamwork Skills | | |

EMPLOYABILITY SKILLS

Self Assessment Part 1 - Personal Management Skills

Employers want people who demonstrate

▶ positive attitudes and behaviour ▶ responsibility ▶ adaptability

These are your Personal Management Skills.

Check the most appropriate answer:

1. I take on projects with confidence and know that I can do a good job.
 - a) Always
 - b) Sometimes
 - c) Never
2. I tell the truth no matter what the consequences are.
 - a) Sometimes
 - b) Most of the time
 - c) Never
3. I volunteer for extra-curricular activities and look for opportunities to learn new things.
 - a) Always
 - b) Only if it interests me
 - c) Never
4. I find it difficult to continue with tasks, at home and at school, when problems arise.
 - a) Most of the time
 - b) Sometimes
 - c) Never
5. I look for new challenges at school and in my spare time.
 - a) Most of the time
 - b) Mainly at work
 - c) Mainly in my spare time
6. I like to set goals and objectives for myself.
 - a) Always
 - b) Sometimes
 - c) Never
7. People tell me I am well organized.
 - a) Most of the time
 - b) Sometimes
 - c) Never
8. I get upset when things change.
 - a) Always
 - b) Sometimes
 - c) Never
9. I like it when people do things differently than I do.
 - a) Usually—I learn from them
 - b) Never—they don't do it properly
 - c) It depends
10. I like to think up new and better ways to get my work done.
 - a) Never
 - b) Sometimes
 - c) Always, it keeps life interesting and improves my productivity

Source: Manitoba Education Citizenship and Youth

EMPLOYABILITY SKILLS

Self Assessment Part 2 - Teamwork Skills

Employers want people who can work with others
▶ in a team ▶ to contribute to the organizations' goals
▶ to achieve team results ▶ and respect their thoughts and opinions
These are your Teamwork Skills.

Check the most appropriate answer:

1. In your work, do you make an effort to understand and contribute to the goals of the school?
a) Sometimes
b) Never
c) Always
2. Working in a group
a) makes me nervous
b) helps me to get the job done
c) never works
3. When you work with a group, do you find it hard when you can't do things your own way?
a) Sometimes
b) Never
c) Always
4. Can you plan and make decisions with others?
a) Most of the time
b) Sometimes
c) Never
5. Do you respect the thoughts and opinions of others?
a) It depends
b) Always
c) Usually
6. Do you mind when other people offer you their ideas of how to solve a problem or take on a task?
a) No, I like it
b) It depends
c) I would rather figure it out by myself
7. Are you comfortable asking others for help and advice?
a) Most of the time
b) If I know them
c) Never
8. Would you like to take charge of a group of people, if they are working on something you know a lot about?
a) I'd rather not, but I will
b) I couldn't
c) Absolutely
9. Do you think others see you as someone they can turn to for help or advice?
a) I don't know
b) Yes
c) No
10. If you had a problem with a task and you knew a fellow student had the answer, would you ask him/her for help?
a) Always
b) Never
c) Sometimes

Source: Manitoba Education Citizenship and Youth

EMPLOYABILITY SKILLS

Self Assessment Part 3 - Fundamental Skills

In today's competitive environment, employers need people who can
▶ communicate: • orally and in writing • read and understand instructions • listen well
▶ think: • solve problems • analyze issues • use technology • apply skills
These are your Fundamental Skills.

Check the most appropriate answer:

- Can you understand and speak English and/or French?
a) English
b) French
c) Both
- Have you been told that you are a good listener?
a) Sometimes
b) Never
c) Often
- Do you enjoy reading?
a) I read when I have to
b) I love reading
c) I don't like reading
- Can you read, understand, and use written material (for example, reading a map, or following a recipe or a set of instructions to assemble something)?
a) Yes
b) No
c) It depends
- Do you write well in English and/or French (for example, letters to friends, memos, instructions, or lists)?
a) It depends
b) Writing is a challenge
c) Yes, always
- Do you like making decisions?
a) Most of the time
b) Sometimes
c) I find it difficult
- Do people come to you to help them solve problems at school and/or at home?
a) Never
b) All the time
c) Sometimes
- Can you solve problems that require basic math skills (e.g., balancing a cheque book, making change, working with measurements)?
a) No problem
b) Math scares me
c) I can with effort
- Can you use technology like computers or fax machines?
a) I'm trying to learn
b) Never used
c) I use them all the time
- Do you have a special knowledge or skill that may help you with a future career?
a) Training in music, athletics, or some other field
b) Computer skills
c) No special knowledge or skill

Source: Manitoba Education Citizenship and Youth

EMPLOYABILITY SKILLS

Self Assessment – What's Your Score?

| Personal Management Skills | Teamwork Skills | Fundamental Skills |
|----------------------------|-----------------|--------------------|
| 1. a-5 b-3 c-0 | 1. a-3 b-0 c-5 | 1. a-3 b-3 c-5 |
| 2. a-3 b-5 c-0 | 2. a-3 b-5 c-0 | 2. a-3 b-0 c-5 |
| 3. a-5 b-3 c-0 | 3. a-0 b-3 c-5 | 3. a-3 b-5 c-0 |
| 4. a-0 b-3 c-5 | 4. a-5 b-3 c-0 | 4. a-5 b-0 c-3 |
| 5. a-5 b-3 c-2 | 5. a-0 b-5 c-3 | 5. a-3 b-0 c-5 |
| 6. a-0 b-5 c-3 | 6. a-5 b-3 c-0 | 6. a-5 b-3 c-0 |
| 7. a-5 b-3 c-0 | 7. a-5 b-3 c-0 | 7. a-0 b-5 c-3 |
| 8. a-0 b-3 c-5 | 8. a-3 b-0 c-5 | 8. a-5 b-0 c-3 |
| 9. a-5 b-0 c-3 | 9. a-3 b-5 c-0 | 9. a-5 b-0 c-5 |
| 10. a-0 b-3 c-5 | 10. a-5 b-0 c-3 | 10. a-5 b-3 c-0 |
| | | |
| Total: _____ | Total: _____ | Total: _____ |

Source: Manitoba Education Citizenship and Youth

EMPLOYABILITY SKILLS

CAREERinsite - What are my skills?

Skills are things you have learned to do.

Examples of skills include:

- writing
- sewing
- welding
- filing
- listening
- painting

My skills

Read each sentence. Does it describe you? Select **Yes**, **Sometimes** or **No**.

| | Yes | Sometimes | No |
|---|--------------------------|--------------------------|--------------------------|
| I can speak more than one language | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can cook | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can sew | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can add numbers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can follow plans or patterns | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can follow directions when someone tells me what to do | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can use a tape measure | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can give clear directions to someone | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can get other people to do what I want them to do | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can make good decisions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can start something on my own before the boss tells me what to do | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can lead a group | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can make a budget | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can remember details | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Activity

| | Yes | Sometimes | No |
|---|--------------------------|--------------------------|--------------------------|
| I can help other people with their problems | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can work as part of a team | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can stay calm in an emergency | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can do the same thing again and again and not get bored | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can lift heavy objects | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can sell things | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can organize people | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can plan a party | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can entertain people | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can clean | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can grow plants | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can do tax forms | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can build a fence | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can build furniture | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can style hair | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can fix car engines | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can fix small appliances | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can install computer software | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can care for small children | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can keyboard | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can help people who are upset | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can use a computer | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can speak to a group of people | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can paint a picture | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Activity

| | Yes | Sometimes | No |
|-----------------------------|--------------------------|--------------------------|--------------------------|
| I can play a sport | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can tell a story | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can make a room look nice | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Other things I can do:

Now go back over the whole list. Pick out the five things that you do best and list them.

My main skills are:

- 1.
- 2.
- 3.
- 4.
- 5.

Source: www.alis.gov.ab.ca/CAREERinsite
Career Planner: Choosing an Occupation

Activity

EMPLOYABILITY SKILLS

Self Assessment Part 4 - Report Card Performance Analysis

Source: Manitoba Education Citizenship and Youth

| Statements | Never | Sometimes | Most always | 4 - Habit |
|---|-------|-----------|----------------|-----------|
| 1. I bring all the supplies I need to each class. | | | | |
| 2. I start and complete my assignments as soon as I get them. | | | | |
| 3. I listen when the teacher is talking. | | | | |
| 4. I study for my tests. | | | | |
| 5. I write all homework in my agenda. | | | | |
| 6. I try to study a bit each day. | | | | |
| 7. I keep my subject notebooks organized. | | | | |
| 8. I take notes when the teacher is talking. | | | | |
| 9. I use my spares to complete assignments. | | | | |
| 10. I actively participate in class discussions. | | | | |
| 11. I usually write a "rough copy" of an essay. | | | | |
| 12. I proofread and spell-check all my assignments. | | | | |
| 13. I ask the teacher if I have trouble understanding. | | | | |
| 14. I get eight hours of sleep each night. | | | | |
| 15. I rush my homework so I can get to my part-time job. | | | | |
| 16. I catch up on work that I missed when I am absent. | | | | |
| 17. I make every effort to get to class. | | | | |
| 18. I sit in the hallway when I have a spare. | | | | |
| 19. I put an effort into learning every day. | | | | |

EMPLOYABILITY SKILLS

Work Habit Action Plan

| | |
|------------------------|---|
| <p>Start</p> | <ul style="list-style-type: none">▪▪▪▪ |
| <p>Continue</p> | <ul style="list-style-type: none">▪▪▪▪ |
| <p>Stop</p> | <ul style="list-style-type: none">▪▪▪▪ |

Source: Manitoba Education Citizenship and Youth