

Employability Skills Profile*

The Critical Skills Required of the Canadian Workforce

The Conference Board of Canada

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.

Fundamental skills

- **Communicate**
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.
- **Manage Information**
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).
- **Use Numbers**
Decide what needs to be measured or calculated.
Observe and record data using appropriate methods, tools and technology.
- **Think and solve Problems**
Identify the root cause of a problem.
Be creative and innovative in exploring possible solutions.

Personal Management Skills

- **Demonstrate Positive Attitudes and Behaviors**
Feel good about yourself and be confident.
Deal with people, problems, and situation with honesty, integrity, and personal ethics.
- **Be responsible**
Set goals and priorities balancing work and personal life.
Plan and manage time, money, and other resources to achieve goals.
Be accountable for your actions and the actions of your group.
- **Be Adaptable**
Work independently or as part of a team.
Learn from your mistakes and accept feedback.
- **Learn Continuously**
Be willing to continuously learn and grow.
Set your own learning goals. Plan for and achieve your learning goals.

Teamwork Skills

- **Work with Others**
Understand and work within the dynamics of 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 and Tasks**
Plan, design, or carry out a project or task from start to finish with well-defined objectives and outcomes.
Continuously monitor the success of a project or task and identify ways to improve.