

**HOWE SOUND SECONDARY SCHOOL – CAREER PROGRAMS OFFICE – P: 604-892-9792 – F:604-892-5618**

<b>Student Name</b>	<b>Grade</b>	<b>Student Tel</b>	<b>Is Worksafe BC coverage provided?</b>  YES      NO
<b>Employer (Business Name)</b>		<b>Work Tel</b>	
<b>Work address</b>			<b>Employer on-site safety orientation provided?</b>  YES      NO
<b>Supervisor</b>	<b>Work Email</b>		
<b>Post-Secondary Employment Goals</b>		<b>Approx. Hours/Week</b>	<b>Employer Initial</b>

**Employability Skills 2000+ to be practiced and/or developed:** Eleven major skills (56 specific skills – bullets).

Pick 5 specific skills that you would or are trying to develop further that will help you with your post-secondary goals.

**Employability Skills 2000+ (list top 5 employability skills to be performed or developed)**

1	
2	
3	
4	
5	

**Duties/Tasks:** List 5 specific duties you will be doing that will directly assist you in developing your specific skills you listed above. These must be clearly defined – no generalities (for ex: “clean up” is not good enough).

**Specific duties, Tasks and/or other workplace skills to be performed or developed**


1	
2	
3	
4	
5	

**By their signatures, the parties signify their agreement with the terms of the training plan above**

<b>Principal Signature</b>	<b>Parent/Guardian Signature</b>	<b>Employer Signature</b>
<b>Name</b>	<b>Parent/Guardian Name</b>	<b>Contact Name</b>
<b>Date</b>	<b>Date</b>	<b>Date</b>

# 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.

<h2>Fundamental Skills</h2> <p>The skills needed as a base for further development</p>	<h2>Personal Management Skills</h2> <p>The personal skills, attitudes and behaviours that drive one's potential for growth</p>	<h2>Teamwork Skills</h2> <p>The skills and attributes needed to contribute productively</p>
<p><i>You will be better prepared to progress in the world of work when you can:</i></p> <p><b>Communicate</b></p> <ul style="list-style-type: none"> <li>• read and understand information presented in a variety of forms (e.g. words, graphs, charts, diagrams)</li> <li>• write and speak so others pay attention and understand</li> <li>• listen and ask questions to understand and appreciate the points of view of others</li> <li>• share information using a range of information and communications technologies (e.g., voice, e-mail, computers)</li> <li>• use relevant scientific, technological and mathematical knowledge and skills to explain or clarify ideas</li> </ul> <p><b>Manage Information</b></p> <ul style="list-style-type: none"> <li>• locate, gather and organize information using appropriate technology and information systems</li> <li>• access, analyze and apply knowledge and skills from various disciplines (e.g., the arts, languages, science, technology, mathematics, social sciences, and the humanities)</li> </ul> <p><b>Use Numbers</b></p> <ul style="list-style-type: none"> <li>• decide what needs to be measured or calculated</li> <li>• observe and record data using appropriate methods, tools and technology</li> <li>• make estimates and verify calculations</li> </ul> <p><b>Think &amp; Solve Problems</b></p> <ul style="list-style-type: none"> <li>• assess situations and identify problems</li> <li>• seek different points of view and evaluate them based on facts</li> <li>• recognize the human, interpersonal, technical, scientific and mathematical dimensions of a problem</li> <li>• identify the root cause of a problem</li> <li>• be creative and innovative in exploring possible solutions</li> </ul> <ul style="list-style-type: none"> <li>• readily use science, technology and mathematics as ways to think, gain and share knowledge, solve problems and make decisions</li> <li>• evaluate solutions to make recommendations or decisions</li> <li>• implement solutions</li> <li>• check to see if a solution works, and act on opportunities for improvement</li> </ul>	<p><i>You will be able to offer yourself greater possibilities for achievement when you can:</i></p> <p><b>Demonstrate Positive Attitudes &amp; Behaviours</b></p> <ul style="list-style-type: none"> <li>• feel good about yourself and be confident</li> <li>• deal with people, problems and situations with honesty, integrity and personal ethics</li> <li>• recognize your own and other people's good efforts</li> <li>• take care of your personal health</li> <li>• show interest, initiative and effort</li> </ul> <p><b>Be Responsible</b></p> <ul style="list-style-type: none"> <li>• set goals and priorities balancing work and personal life</li> <li>• plan and manage time, money and other resources to achieve goals</li> <li>• assess, weigh and manage risk</li> <li>• be accountable for your actions and the actions of your group</li> <li>• be socially responsible and contribute to your community</li> </ul> <p><b>Be Adaptable</b></p> <ul style="list-style-type: none"> <li>• work independently or as a part of a team</li> <li>• carry out multiple tasks or projects</li> <li>• be innovative and resourceful: identify and suggest alternative ways to achieve goals and get the job done</li> <li>• be open and respond constructively to change</li> <li>• learn from your mistakes and accept feedback</li> <li>• cope with uncertainty</li> </ul> <p><b>Learn Continuously</b></p> <ul style="list-style-type: none"> <li>• be willing to continuously learn and grow</li> <li>• assess personal strengths and areas for development</li> <li>• set your own learning goals</li> <li>• identify and access learning sources and opportunities</li> <li>• plan for and achieve your learning goals</li> </ul> <p><b>Work Safely</b></p> <ul style="list-style-type: none"> <li>• be aware of personal and group health and safety practices and procedures, and act in accordance with these</li> </ul>	<p><i>You will be better prepared to add value to the outcomes of a task, project or team when you can:</i></p> <p><b>Work with Others</b></p> <ul style="list-style-type: none"> <li>• understand and work within the dynamics of a group</li> <li>• ensure that a team's purpose and objectives are clear</li> <li>• be flexible: respect, be open to and supportive of the thoughts, opinions and contributions of others in a group</li> <li>• recognize and respect people's diversity, individual differences and perspectives</li> <li>• accept and provide feedback in a constructive and considerate manner</li> <li>• contribute to a team by sharing information and expertise</li> <li>• lead or support when appropriate, motivating a group for high performance</li> <li>• understand the role of conflict in a group to reach solutions</li> <li>• manage and resolve conflict when appropriate</li> </ul> <p><b>Participate in Projects &amp; Tasks</b></p> <ul style="list-style-type: none"> <li>• plan, design or carry out a project or task from start to finish with well-defined objectives and outcomes</li> <li>• develop a plan, seek feedback, test, revise and implement</li> <li>• work to agreed quality standards and specifications</li> <li>• select and use appropriate tools and technology for a task or project</li> <li>• adapt to changing requirements and information</li> <li>• continuously monitor the success of a project or task and identify ways to improve</li> </ul> <div data-bbox="1096 1654 1377 1724" style="text-align: center;">  <p>The Conference Board of Canada Insights You Can Count On</p> </div> <p style="text-align: center;">The Conference Board of Canada</p> <p style="text-align: center;">255 Smyth Road Ottawa, ON • K1H 8M7 • Canada Tel. (613) 526-3280 Fax (613) 526-4857 Internet: <a href="http://www.conferenceboard.ca">www.conferenceboard.ca</a></p>