



1. Employability skills are those personal skills, behaviors and attitudes seen as essential for success both personally and in the work world.
2. Your skills are the abilities that you may already have!!
 - a) If you are "skilled" in a certain area, you are able to perform that activity well or be competent in that area.
 - b) The term "employability skills" comes from the Conference Board of Canada. It refers to the set of skills that employers need their employees to have to function in the Canadian workforce.
3. What are Employers looking for? I have attached a copy as well as they can be found at What Are Employability Skills? Definition and Examples (thebalancecareers.com)
4. These skills have been categorized into three main areas:
 - Fundamental Skills
 - skills that are needed as a base for further development. They include the ability to communicate, to manage information, to use numbers and think and solve problems.
 - Personal Management Skills
 - include attitudes and behaviours that drive your potential for growth. This includes your ability to be responsible, to be adaptable, to learn continuously and to work safely.
 - Teamwork Skills
 - needed to contribute productively to the workforce. This includes working with others and participating in projects and tasks.

Work Place Etiquette

How you present yourself to others in the business world speaks volumes. People often form first impressions about others within seconds of first meeting them therefore it is crucial to ensure you are properly prepared to present yourself as a professional.



EMPLOYABILITY SKILLS and WORKPLACE ETIQUETTE ASSIGNMENT (10 marks)

Using the **Employability Skills Chart** (below) and provide the following:

1. What skill do you do from **FUNDAMENTAL**: (no headings)

2. What is your example of how you use that skill-be specific.

3. What skill do you do from **PERSONAL MANAGEMENT**: (no headings)

4. What is your example of how you use that skill-be specific.

5. What skill do you do from **TEAMWORK**: (no headings)

6. What is your example of how you use that skill-be specific.

7. Explain why it is important to **not** use a cell phone at the work place?

8. What are some things you can do to be proactive in the workplace?

9. Why is working as a team important?

10. Why is it important to familiarize yourself with the company rules and regulations?



Fundamental Skills

The skills needed as a basis for further development

You will be better prepared to progress in the world of work when you can:

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
- 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

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
- make estimates and verify calculations

THINK AND SOLVE PROBLEMS

- 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



Personal Management Skills

The personal skills, attitudes, and behaviours that drive one's potential for growth

You will be able to offer yourself greater possibilities for achievement when you can:

DEMONSTRATE POSITIVE ATTITUDES AND BEHAVIOURS

- 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

BE RESPONSIBLE

- 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

BE ADAPTABLE

- work independently or as 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 job done
- be open and respond constructively to change
- learn from your mistakes and accept feedback
- cope with uncertainty

LEARN CONTINUOUSLY

- 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

WORK SAFELY

- be aware of personal and group health and safety practices and procedures, and act in accordance with them



Teamwork Skills

The skills and attributes needed to contribute productively

You will be better prepared to add value to the outcomes of a task, project, or team when you can:

WORK WITH OTHERS

- understand and work within the dynamics of a group
- ensure that a team's purpose and objectives are clear
- be flexible: respect, and 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

PARTICIPATE IN PROJECTS AND TASKS

- 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-upon quality standards and specifications
- select and use appropriate tools and technology for a task or project
- adapt to changing requirements and information
- continuously monitor the success of a project or task and identify ways to improve