**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Employability Skills**

**/12**

Employability Skills are the skills that you need to enter, stay in and progress in the world of work. They are critical skills that you use in your workplace and in your daily and personal activities. These skills include: communication, problem solving, positive attitudes and behaviours, adaptability, working with others and science, technology and mathematical skills.

**Use the BULLETED skills on the handout [Employability Skills 2000+ Chart](http://www.conferenceboard.ca/Libraries/EDUC_PUBLIC/esp2000.sflb) to identify and state two skills you have acquired and developed under categories A, B, and two in C (total – 6 skills).**

Include the following details for EACH of these skills:

a. List the skill acquired from the chart

b. Describe **WHAT** you did to acquire the skill

c. Describe **HOW** your acquired skill would be useful in terms of employability

**CATEGORY A --‐ FUNDAMENTAL SKILLS**

1a.

1b.

1c.

2a.

2b.

2c.

**CATEGORY B --‐ PERSONAL MANAGEMENT SKILLS**

1a.

1b.

1c.

2a.

2b.

2c.

**CATEGORY C --‐ TEAMWORK SKILLS**

1a. \_\_\_\_\_\_\_\_

1b. \_\_\_\_\_\_\_

1c. \_\_\_\_\_\_

2a. \_\_\_\_\_\_

2b. \_\_\_\_\_\_\_

2c. \_\_\_\_\_\_