

Name: xxxxxxxxxxxxxxxxxxxxxx

Assignment 13a: Employability Skills Worksheet

In groups of 2 try brainstorm what a boss would look for in a good employee. Use the following 3 categories: Attitudes, Skills, Behaviours. Try come up with a list of 20 attributes in total. Some (7) examples are below to get you started.... Come up with 20 total (13 *new*) ones.

ATTITUDES Personal Management	SKILLS Fundamental Skills	BEHAVIOURS Teamwork Skills
Set goals and priorities balancing work and personal life show interest, initiative and effort Cope with uncertainty	Read and understand information presented in a variety of forms (e.g., words, graphs, charts, diagrams) Make estimates and verify calculations	Understand and work within the dynamics of a group Develop a plan, seek feedback, test, revise and implement

Assignment 13b: Employability Skills Worksheet

Method:

Use the provided Conference Board of Canada's list of Employability Skills 2000. Read through this list to find at least 10 skills that you already have and list them in the table below. Include an example proving your skill... as it relates to your chosen career.

In the chart above, **BOLD** any that you came up with that are in the 2000 chart.

Below is an example of the type of assignment table you are to create:

Planning 10: Employability Skills Assignment

Employability Skill	How I demonstrate this attribute:
Locate, gather and organize using appropriate technology and information systems	School projects that required me to research info using the Internet.