

EMPLOYABILITY SKILLS PROFILE: The Critical Skills Required of the Canadian Workforce

<p>Academic Skills</p> <p>Those skills which provide the basic foundation to get, keep and progress on a job and to achieve the best results.</p>	<p>Personal Management Skills</p> <p>The combination of skills, attitudes and behaviours required to get, keep and progress on a job and to achieve the best results.</p>	<p>Teamwork Skills</p> <p>Those skills needed to work with others on a job and to achieve the best results.</p>
<p>Communicate</p> <ul style="list-style-type: none"> Understand and speak the language in which business is conducted Listen to understand and learn Read, comprehend and use written materials, including graphs, charts and displays Write effectively in the languages in which business is conducted <p>Think</p> <ul style="list-style-type: none"> Think critically and act logically to evaluate situations, solve problems and make decisions Understand and solve problems involving mathematics and use the results Use technology, instruments, tools and information systems effectively Access and apply specialized knowledge from various fields (e.g., skilled trades, technology, physical sciences, arts and social sciences) <p>Learn</p> <ul style="list-style-type: none"> Continue to learn for life 	<p>Positive Attitudes and Behaviours</p> <ul style="list-style-type: none"> Self-esteem and confidence Honesty, integrity and personal ethics A positive attitude toward learning, growth and personal health Initiative, energy and persistence to get the job done <p>Responsibility</p> <ul style="list-style-type: none"> The ability to set goals and priorities in work and personal life The ability to plan and manage time, money and other resources to achieve goals Accountability for actions taken <p>Adaptability</p> <ul style="list-style-type: none"> A positive attitude toward change Recognition of and respect for people's diversity and individual differences The ability to identify and suggest new ideas to get the job done—creativity 	<p>Work with Others</p> <ul style="list-style-type: none"> Understand and contribute to the organization's goals Understand and work within the culture of the group Plan and make decisions with others and support the outcomes Respect the thoughts and opinions of others in the group Exercise "give and take" to achieve group results Seek a team approach as appropriate Lead when appropriate, mobilizing the group for high performance