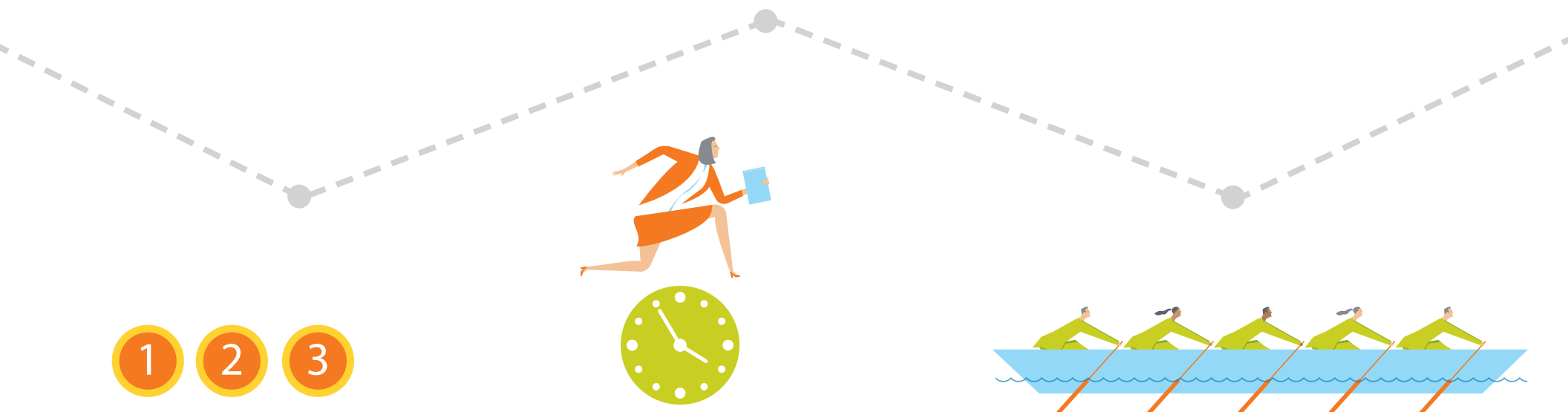




# Employability Skills.

Employability skills are the skills you need to enter, stay in, and progress in the world of work—whether you work on your own or as part of a team.



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## Fundamental Skills

These are 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
- manage information
- use numbers
- think and solve problems

## Personal Management Skills

These are 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
- be responsible
- be adaptable
- learn continuously
- work safely

## Teamwork Skills

These are 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
- participate in projects and tasks



The Employability Skills profile was developed by members of The Conference Board of Canada's Employability Skills Forum and the Business and Education Forum on Science, Technology, and Mathematics. For more resources on education and skills go to: [www.conferenceboard.ca/topics/education/learning-tools.aspx](http://www.conferenceboard.ca/topics/education/learning-tools.aspx).



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