

MAGEE SECONDARY SCHOOL  
GRADUATION TRANSITIONS PROGRAM



Name: \_\_\_\_\_

Student #: \_\_\_\_\_

Grade: \_\_\_\_\_

Organizer: COMMUNITY CONNECTIONS

**PART ONE - 30 HOURS OF WORK EXPERIENCE AND/OR COMMUNITY SERVICE**

Student documents participation in 30 or more hours of work or volunteer experience. **Attach evidence.** Acceptable evidence includes: pay stubs, log book, an employer letter, and/or a supervisor assessment and student self-assessment of work experience (see attached).

Work: \_\_\_\_\_

Volunteer Activity: \_\_\_\_\_

Dates: \_\_\_\_\_

**PART TWO - DESCRIBE THE DUTIES PERFORMED AND CONNECTIONS BETWEEN THE EXPERIENCE AND EMPLOYABILITY/LIFE SKILLS**

Describe the type of work done and the tasks or duties you performed.

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Refer to the Employability Skills 2000+ attached sheet and identify the fundamental, personal management, and teamwork skills you developed in your work or volunteer experience.

**FUNDAMENTAL**  
**(Criteria #3)**

- Communicate
- Manage Information
- Use Numbers
- Think and Solve Problems

**PERSONAL MANAGEMENT**  
**(Criteria #4)**

- Demonstrate Positive Attitudes and Behaviors
- Be Responsible
- Be Adaptable
- Learn Continuously
- Work Safely

**TEAMWORK**  
**(Criteria #5)**

- Work with Others
- Participate in Projects and Tasks

Using the Employability Skills 2000+ sheet explain in detail the employability skills that you felt were the ***most important*** for your work or volunteer experience, and how these skills connect with your future employability and life skills.

<b><u>Employability</u></b> <b><u>Skill:</u></b>	<b><u>Skill(s) Acquired:</u></b>	<b><u>How these skills connect with your</u></b> <b><u>future employability and life skills:</u></b>
<b>FUNDAMENTAL SKILLS</b>	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
<b>PERSONAL MANAGEMENT SKILLS</b>	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
<b>TEAMWORK SKILLS</b>	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>

# EMPLOYABILITY SKILLS 2000\*

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. These skills can also be applied and used beyond the workplace in a range of daily activities.

<p style="text-align: center;"><b><u>FUNDAMENTAL SKILLS</u></b></p> <p style="text-align: center;">The skills needed as a base for further development.</p>	<p style="text-align: center;"><b><u>PERSONAL MANAGEMENT SKILLS</u></b></p> <p style="text-align: center;">The personal skills, attitudes and behaviors that drive one's potential for growth.</p>	<p style="text-align: center;"><b><u>TEAMWORK SKILLS</u></b></p> <p style="text-align: center;">The skills and attributes needed to contribute productively.</p>
<p>You will be better prepared to progress in the world of work when you can:</p>	<p>You will be able to offer yourself greater possibilities for achievement when you can:</p>	<p>The skills and attributes needed to contribute productively:</p>
<p><b><u>Communicate</u></b></p> <ul style="list-style-type: none"> <li>• Read and understand information presented in a variety of forms (e.g., words, graphs, charts, diagrams)</li> <li>• Write and speak so others pay attention and understand.</li> <li>• Listen and ask questions to understand and appreciate the points of view of others.</li> <li>• Share information using a range of information and communication technologies (e.g. voice, e-mail, computers)</li> <li>• Use relevant scientific, technological and mathematical knowledge and skills to explain or clarify ideas.</li> </ul> <p><b><u>Manage Information</u></b></p> <ul style="list-style-type: none"> <li>• Locate, gather and organize information using appropriate technology and information systems.</li> <li>• Access, analyze and apply knowledge and skills from various disciplines (e.g., the arts, languages, science, technology, mathematics, social sciences, and the humanities).</li> </ul> <p><b><u>Use Numbers</u></b></p> <ul style="list-style-type: none"> <li>• Decide what needs to be measured or calculated.</li> <li>• Observe and record data using appropriate methods, tools and technology.</li> <li>• Make estimates and verify calculations.</li> </ul> <p><b><u>Think &amp; Solve Problems</u></b></p> <ul style="list-style-type: none"> <li>• Assess situations and identify problems.</li> <li>• Seek different points of view and evaluate them based on facts.</li> <li>• Recognize the human, interpersonal, technical, scientific and mathematical dimensions of a problem.</li> <li>• Identify the root cause of a problem.</li> <li>• Be creative and innovative in exploring possible solutions.</li> <li>• Readily use science, technology and mathematics as ways to think, gain and share knowledge, solve problems and make decisions.</li> <li>• Evaluate solutions to make recommendations or decisions</li> <li>• Implement solutions.</li> <li>• Check to see if a solution works, and act on opportunities for improvement.</li> </ul>	<p><b><u>Demonstrate Positive Attitudes &amp; Behaviours</u></b></p> <ul style="list-style-type: none"> <li>• Feel good about yourself and be confident.</li> <li>• Deal with people, problems and situations with honesty, integrity and personal ethics.</li> <li>• Recognize your own and other people's good efforts.</li> <li>• Take care of your personal health.</li> <li>• Show interest, initiative and effort.</li> </ul> <p><b><u>Be Responsible</u></b></p> <ul style="list-style-type: none"> <li>• Set goals and priorities balancing work and personal life.</li> <li>• Plan and manage time, money and other resources to achieve goals.</li> <li>• Assess, weigh and manage risk.</li> <li>• Be accountable for your actions and the actions of your group.</li> <li>• Be socially responsible and contribute to your community.</li> </ul> <p><b><u>Be Adaptable</u></b></p> <ul style="list-style-type: none"> <li>• Work independently or as a part of a team.</li> <li>• Carry out multiple tasks or projects.</li> <li>• Be innovative and resourceful: identify and suggest alternative ways to achieve goals and get the job done.</li> <li>• Be open and respond constructively to change.</li> <li>• Learn from your mistakes and accept feedback.</li> <li>• Cope with uncertainty.</li> </ul> <p><b><u>Learn Continuously</u></b></p> <ul style="list-style-type: none"> <li>• Be willing to continuously learn and grow.</li> <li>• Assess personal strengths and areas for development.</li> <li>• Set your own learning goals.</li> <li>• Identify and access learning sources and opportunities.</li> <li>• Plan for and achieve your learning goals.</li> </ul> <p><b><u>Work Safely</u></b></p> <ul style="list-style-type: none"> <li>• Be aware of personal and group health and safety practices and procedures, and act in accordance with these.</li> </ul>	<p><b><u>Work with Others</u></b></p> <ul style="list-style-type: none"> <li>• Understand and work within the dynamics of a group.</li> <li>• Ensure that a team's purpose and objectives are clear.</li> <li>• Be flexible: respect, be open to and supportive of the thoughts, opinions and contributions of others in a group.</li> <li>• Recognize and respect people's diversity, individual differences and perspectives.</li> <li>• Accept and provide feedback in a constructive and considerate manner.</li> <li>• Contribute to a team by sharing information and expertise.</li> <li>• Lead or support when appropriate, motivating a group for high performance.</li> <li>• Understand the role of conflict in a group to reach solutions.</li> <li>• Manage and resolve conflict when appropriate.</li> </ul> <p><b><u>Participate in Projects &amp; Tasks</u></b></p> <ul style="list-style-type: none"> <li>• Plan, design or carry out a project or task from start to finish with well-defined objectives and outcomes.</li> <li>• Develop a plan, seek feedback, test revise and implement.</li> <li>• Work to agreed quality standards and specifications.</li> <li>• Select and use appropriate tools and technology for a task or project.</li> <li>• Adapt to changing requirements and information.</li> <li>• Continuously monitor the success of a project or task and identify ways to improve.</li> </ul> <div data-bbox="1110 1486 1409 1766" style="text-align: right;"> </div> <p style="text-align: right;">Reprinted by permission. 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