

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.

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.

<u>Employability</u> <u>Skill:</u>	<u>Skill(s) Acquired:</u>	<u>How these skills connect with your</u> <u>future employability and life skills:</u>
FUNDAMENTAL SKILLS	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
PERSONAL MANAGEMENT SKILLS	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
TEAMWORK SKILLS	<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;"><u>FUNDAMENTAL SKILLS</u></p> <p style="text-align: center;">The skills needed as a base for further development.</p>	<p style="text-align: center;"><u>PERSONAL MANAGEMENT SKILLS</u></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;"><u>TEAMWORK SKILLS</u></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><u>Communicate</u></p> <ul style="list-style-type: none"> • Read and understand information presented in a variety of forms (e.g., words, graphs, charts, diagrams) • Write and speak so others pay attention and understand. • Listen and ask questions to understand and appreciate the points of view of others. • Share information using a range of information and communication technologies (e.g. voice, e-mail, computers) • Use relevant scientific, technological and mathematical knowledge and skills to explain or clarify ideas. <p><u>Manage Information</u></p> <ul style="list-style-type: none"> • Locate, gather and organize information using appropriate technology and information systems. • Access, analyze and apply knowledge and skills from various disciplines (e.g., the arts, languages, science, technology, mathematics, social sciences, and the humanities). <p><u>Use Numbers</u></p> <ul style="list-style-type: none"> • Decide what needs to be measured or calculated. • Observe and record data using appropriate methods, tools and technology. • Make estimates and verify calculations. <p><u>Think & Solve Problems</u></p> <ul style="list-style-type: none"> • Assess situations and identify problems. • Seek different points of view and evaluate them based on facts. • Recognize the human, interpersonal, technical, scientific and mathematical dimensions of a problem. • Identify the root cause of a problem. • Be creative and innovative in exploring possible solutions. • Readily use science, technology and mathematics as ways to think, gain and share knowledge, solve problems and make decisions. • Evaluate solutions to make recommendations or decisions • Implement solutions. • Check to see if a solution works, and act on opportunities for improvement. 	<p><u>Demonstrate Positive Attitudes & Behaviours</u></p> <ul style="list-style-type: none"> • Feel good about yourself and be confident. • Deal with people, problems and situations with honesty, integrity and personal ethics. • Recognize your own and other people's good efforts. • Take care of your personal health. • Show interest, initiative and effort. <p><u>Be Responsible</u></p> <ul style="list-style-type: none"> • Set goals and priorities balancing work and personal life. • Plan and manage time, money and other resources to achieve goals. • Assess, weigh and manage risk. • Be accountable for your actions and the actions of your group. • Be socially responsible and contribute to your community. <p><u>Be Adaptable</u></p> <ul style="list-style-type: none"> • Work independently or as a part of a team. • Carry out multiple tasks or projects. • Be innovative and resourceful: identify and suggest alternative ways to achieve goals and get the job done. • Be open and respond constructively to change. • Learn from your mistakes and accept feedback. • Cope with uncertainty. <p><u>Learn Continuously</u></p> <ul style="list-style-type: none"> • Be willing to continuously learn and grow. • Assess personal strengths and areas for development. • Set your own learning goals. • Identify and access learning sources and opportunities. • Plan for and achieve your learning goals. <p><u>Work Safely</u></p> <ul style="list-style-type: none"> • Be aware of personal and group health and safety practices and procedures, and act in accordance with these. 	<p><u>Work with Others</u></p> <ul style="list-style-type: none"> • Understand and work within the dynamics of a group. • Ensure that a team's purpose and objectives are clear. • Be flexible: respect, be open to and supportive of the thoughts, opinions and contributions of others in a group. • Recognize and respect people's diversity, individual differences and perspectives. • Accept and provide feedback in a constructive and considerate manner. • Contribute to a team by sharing information and expertise. • Lead or support when appropriate, motivating a group for high performance. • Understand the role of conflict in a group to reach solutions. • Manage and resolve conflict when appropriate. <p><u>Participate in Projects & Tasks</u></p> <ul style="list-style-type: none"> • Plan, design or carry out a project or task from start to finish with well-defined objectives and outcomes. • Develop a plan, seek feedback, test revise and implement. • Work to agreed quality standards and specifications. • Select and use appropriate tools and technology for a task or project. • Adapt to changing requirements and information. • Continuously monitor the success of a project or task and identify ways to improve. <div data-bbox="1110 1493 1409 1766" style="text-align: right;"> </div> <p style="text-align: right;">Reprinted by permission. The Conference Board of Canada. www.conferenceboard.ca/nbec</p>