



NVSS GRADUATION TRANSITIONS WORK EXPERIENCE



Participate in at least 30 hours of work experience (and/or community service) paid or unpaid.

Name: _____ Grade: _____ Today's date: _____

Date of work: Start: _____ Finish: _____

1. Total number of hours completed: _____ hours.

2. Describe the type of work (i.e. **job title**, **location**) and the tasks/duties performed.

Refer to the Employability Skills chart on the back of this page to help answer questions 3-5.

3. Identify the **fundamental** skills used or developed in your work experience.

4. Identify the **personal management** skills used or developed in your work experience.

5. Identify the **teamwork** skills used or developed in your work experience.

6. Name, Address & phone/fax # of Supervisor, Facilitator, Teacher, Sponsor, or Employer responsible for the work. *Please attach a pay stub or letter of verification.*

Graduation Transitions Teacher Use Only:

Hours assigned to WEX Program: _____

X _____

(Signature of Career Coordinator)

X _____

(Date)

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 a part of a team.

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

Fundamental Skills The skills needed as a base for further development	Personal Management Skills The personal skills, attitudes and behaviours that drive one's potential for growth	Teamwork Skills The skills and attributes needed to contribute productively
<i>You will be better prepared to progress in the world of work when you can:</i> Communicate • 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 communications technologies (e.g., voice, e-mail, computers) • use relevant scientific, technological and mathematical knowledge and skills to explain or clarify ideas Manage Information • 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) Use Numbers • decide what needs to be measured or calculated • observe and record data using appropriate methods, tools and technology • make estimates and verify calculations Think & Solve Problems • 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	<i>You will be able to offer yourself greater possibilities for achievement when you can:</i> Demonstrate Positive Attitudes & Behaviours • 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 Be Responsible • 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 Be Adaptable • 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 Learn Continuously • 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 Work Safely • be aware of personal and group health and safety practices and procedures, and act in accordance with these	<i>You will be better prepared to add value to the outcomes of a task, project or team when you can:</i> Work with Others • 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 Participate in Projects & Tasks • 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 The Conference Board of Canada 255 Smyth Road, Ottawa ON K1H 8M7 Canada Tel. (613) 526-3280 Fax (613) 526-4857 Internet: www.conferenceboard.ca/education