

Levelled Essential Employability Skills (EES) Outcomes

Ontario College Advanced Diploma

Communication

Skill areas to be demonstrated by graduates: reading, writing, speaking, listening, presenting and visual literacy.

1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.

- plan, organize and present communication, which is innovative, accurate, and relevant, to respond to the needs, purposes, and skills of a variety of audiences.
- choose the appropriate format from a wide range (e.g. web page, news story, script, professional journal article).
- use a wide variety of organizational patterns to achieve purpose and meet needs of audience (e.g. create suspense, create an executive summary).
- select and use a range of stylistic techniques to achieve desired results.
- revise own and others' work to polish structure, tone, content, and sentences.
- interact with audience through a range of verbal, visual, and non-verbal signals, and guide others to identify and act on these signals.

2 Respond to written, spoken, or visual messages in a manner that ensures effective communication

- draw on a wide range of strategies to read and listen as accurately and efficiently as the situation and purpose demand.
- reframe messages accurately and in a variety of formats to fulfill a number of different purposes, and evaluate representations for consistency of meaning.
- recognize emphasis and purpose of message, distinguishing between main and subordinate ideas.
- seek feedback on message and delivery, in a variety of ways, and act appropriately on it

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Numeracy

Skill areas to be demonstrated by graduates: understanding and applying mathematical concepts and reasoning, analyzing and using numerical data, and conceptualizing.

3. *Execute mathematical operations accurately.*

- apply a wide variety of mathematical terms, facts, methods, procedures, concepts, and principles in an accurate manner to solve complex problems and make decisions.
- observe, record, analyze, and evaluate the relevancy and adequacy of the methods, tools, and technology.
- determine the degree of precision required for calculations, estimates, and measurements and perform appropriate calculations.
- translate verbal material into formulas.
- decide what needs to be measured or calculated.

Critical Thinking and Problem Solving

Skill areas to be demonstrated by graduates: analyzing, synthesizing, evaluating, decision making and creative and innovative thinking.

4. *Apply a systematic approach to solve problems.*

- analyze and evaluate elements in a problem-solving situation and create, apply and evaluate logical solutions to those problems.
- create and evaluate problem solving models to be applied in a variety of contexts.
- evaluate how one's own values, assumptions, and biases affect one's problem solving process.

5. *Use a variety of thinking skills to anticipate and solve problems.*

- evaluate a complex decision-making situation and devise, apply and evaluate several possible innovative solutions.
- evaluate one's own creative thinking process, identifying causes of blocks and potential strategies for overcoming them.

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Information Management

Skill areas to be demonstrated by graduates: gathering and managing information, selecting and using appropriate tools and technology for a task or a project, computer literacy and internet skills.

6. *Locate, select, organize, and document information using appropriate technology and information systems.*

- develop and use a research plan to identify appropriate information from a wide range of sources, including the Internet, and perform an extensive search to achieve a specific desired result.
- document sources using correct documentation format and explain the unique contribution of each source of information.
- use a computer independently for storage and retrieval of electronic information.
- develop a procedure to manage sensitive documents with security and confidentiality in an electronic environment.

7. *Analyze, evaluate and apply relevant information from a variety of sources.*

- evaluate information independently and use information to take action and direct others.
- choose appropriate technology and tools to analyze and evaluate information.
- evaluate, integrate and reframe information in a variety of formats to meet the needs of audiences and situations and provide the audience with a detailed framework for interpreting information.

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Interpersonal

Skill areas to be demonstrated by graduates: team work, relationship management, conflict resolution, leadership and networking.

8. *Show respect for the diverse opinions, values, belief systems, and contributions of others.*

- identify situations that can influence fair treatment of others and recommend/implement changes to ensure equity.
- employ techniques intended to bring about the resolution of conflicts.
- anticipate situations likely to generate conflict and plan appropriate strategies to manage.
- advocate for others when their rights are affected.

9. *Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.*

- match the composition of groups or teams to an analysis of required tasks and team resources.
- lead groups and teams in dynamic situations.
- assume accountability for self and others in achieving the outcomes for a team.

Personal

Skill areas to be demonstrated by graduates: managing self, managing change and being flexible and adaptable, engaging in reflective practices and demonstrating personal responsibility.

10. *Manage the use of time and other resources to complete projects.*

- define reasonable and realistic goals.
- monitor progress and use of resources, and anticipate future needs and possible changes to allocation of resources, to ensure work stays on schedule.

11. *Take responsibility for one's own actions, decisions, and consequences.*

- evaluate outcomes against goals and determine ways to increase efficiency and effectiveness.
- select and use an ethical decision-making model to resolve ethical issues.
- accept accountability for one's own decisions, actions and subsequent consequences.