

# Make the Skills Connection

## Resource Guide

*Products That Teachers and Trainers Can Use*

SKILLS FOR LIFE  
LEARNING AND WORK



DES COMPÉTENCES POUR VIVRE  
APPRENDRE ET TRAVAILLER



Human Resources  
Development Canada

Développement des  
ressources humaines Canada



The Conference Board of Canada



The Conference Board of Canada

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Public Inquiries Centre  
140 Promenade du Portage, Hull, Quebec  
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# Make the Skills Connection

## Resource Guide

*Products That Teachers and Trainers Can Use*



# Introduction

## Overview

This document gives examples of some of the most widely used skills development products available in Canada's provinces and territories. These products support teachers, trainers and others who help adults and young learners develop their skills for life, learning and work.

The products listed in this document were identified primarily in interviews with course developers and supplemented with other Conference Board of Canada and Human Resources Development Canada research and materials.

Some of these materials have been produced by government ministries at the provincial and federal levels. Others are the products of partnerships between business, government and education stakeholders.

## Who Is This Guide Aimed At?

All products listed and described in this *Resource Guide* are aimed at teachers and trainers and contain practical activities that help teachers and trainers develop adults' and young learners' skills.

## What Is the Purpose of This Guide?

This is the second product in the Skills, Attitudes and Behaviours for Life, for Learning and for Work series. The first piece in the series, *Make the Skills Connection*, shows the relationship between Human Resources Development Canada's Essential Skills and The Conference Board of Canada's Employability Skills.

This *Resource Guide* directs teachers and trainers to products they will find helpful as they develop skills in adults and young learners. All products in the *Guide* meet the following criteria:

- Are aimed at teachers and trainers
- Contain practical activities to help teachers and trainers develop learners' skills

- Are available for use by teachers and trainers, whether free of charge or at a cost

We invite provinces and territories to continue to contribute information that may be added to this evolving guide.

Human Resources Development Canada plans to develop and support a renewable Web site in the near future to house the most useful and up-to-date information on resources for teachers, trainers and others specializing in skills assessment and development.

### Watch these Web sites for the Make the Skills Connection series on-line:

[http://www.hrdc-drhc.gc.ca/hrib/hrp-prh/pi-ip/career-carriere/english/products/skillsconnection/index\\_e.shtml](http://www.hrdc-drhc.gc.ca/hrib/hrp-prh/pi-ip/career-carriere/english/products/skillsconnection/index_e.shtml)

### For information on other Human Resources Development Canada and Conference Board of Canada skills resources see:

#### ***Conference Board Employability Skills Products***

<http://www.conferenceboard.ca/nbec>

#### ***HRDC Essential Skills***


[www.hrdc-drhc.gc.ca/essentialskills](http://www.hrdc-drhc.gc.ca/essentialskills)

#### ***HRDC Career Awareness Products site***

<http://www.hrdc-drhc.gc.ca/career/>



JURISDICTION	PRODUCT	BRIEF DESCRIPTION	RELATED WEB SITE	CONTACT
<b>British Columbia</b>	Applications of Working and Learning Project (AWAL)—Centre for Curriculum, Transfer & Technology (CCTT)	This material helps teachers connect the Essential Skills found in the workplace to classroom activities to enhance the implementation of Applied Academics courses: Math, Physics, Technical and Professional Communications, and Information Technology.	<a href="http://www.awal.ctt.bc.ca">www.awal.ctt.bc.ca</a>	<a href="mailto:awal@ctt.bc.ca">awal@ctt.bc.ca</a>
	Association of Service Providers for Employability and Career Training (ASPECT): BC's Community-Based Trainers, Employability Skills Curriculum (Victoria, BC: Aspect: BC's Community-Based Trainers, 1999)	Curriculum contains 15 teaching and learning modules with numerous activities to help learners develop their skills, attitudes and behaviours for work and change.		E-mail: <a href="mailto:aspect@islandnet.com">aspect@islandnet.com</a>
	British Columbia Ministry of Education, <i>Personal Planning, K–7 and Career and Personal Planning, 8–12</i> , Integrated Resource Package 1997 (British Columbia Ministry of Education, 1997)	These resources explicitly link learning resources and instructional and assessment strategies with prescribed skill-based learning outcomes.	<a href="http://www.bced.gov.bc.ca/irp">http://www.bced.gov.bc.ca/irp</a>	Also available in CD-ROM
	<i>Career Gateways</i>	<i>Career Gateways</i> provides information to a broad range of career counsellors (including K–12 school system counsellors, employment counsellors, university and college counsellors, community skills centre and apprenticeship field staff, vocational rehabilitation counsellors, social assistance counsellors and private counsellors) about conditions and trends in the labour market and its changing needs. Career Gateways incorporates nine existing publications, which have been organized, linked and annotated by career professionals from the K–12, post-secondary and community practitioner sectors. It includes information on labour market trends and job classifications and their requirements, as well as guidance on job-finding and career decision-making skills. Career Gateways also offers training in the use of labour market information to support career planning and decision making in British Columbia's K–12, post-secondary and community career planning environments.	<a href="http://careergateways.org/start.htm">http://careergateways.org/start.htm</a>	Barbara Hunter, Executive Director Career Gateways <a href="mailto:bhunter@sd45.bc.ca">bhunter@sd45.bc.ca</a>  CD-ROM available from Career Education Society of British Columbia 2655 Palmerston Ave., West Vancouver, BC V7V 2W7

JURISDICTION	PRODUCT	BRIEF DESCRIPTION	RELATED WEB SITE	CONTACT
<b>British Columbia</b>	Integrated Resource Packages—curricula for K–12	Resources refer to employability skills in all 68 new (1997) curricula.	<a href="http://www.bced.gov.bc.ca/irp">http://www.bced.gov.bc.ca/irp</a>	Also available in CD-ROM
	Web site on career planning	This Web site is designed to help parents and students understand the value of acquiring and enhancing their skills for work and post-secondary education. It contains skills descriptors for essential and employability skills.	<a href="http://www.bced.gov.bc.ca/careers/planning">www.bced.gov.bc.ca/careers/planning</a>	

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<p><b><i>BC/Yukon Region of the Government of Canada's Department of Human Resources Development and the BC Ministry of Education, Skills and Training</i></b></p>	<p>Human Resources Development Canada and the BC Ministry of Education, Skills and Training, <i>Work Futures—British Columbia Occupational Outlooks</i> (formerly <i>Job Futures</i>, (Human Resources Development Canada and BC Ministry of Education, Skills and Training, 1996), ISBN 0-7726-3023-2</p>	<p>This self-help guide provides employment facts and information about trends in today's labour market and predicts how labour market conditions and employment prospects will change over the next decade. It also classifies all the work done in the province into 190 occupational profiles across 10 major sectors. It is designed for students and counsellors as well as for people interested in changing careers or re-entering the labour market. <i>Job Futures</i> includes a section on Developing Skills for Today's Workplace, which features real workplace examples representing both low- and high- and skilled occupations across British Columbia and illustrating how skills are used in different kinds of jobs.</p> <p>This publication gives examples of the skills, attitudes and behaviours small and medium-sized BC employers look for in new recruits. A revised version will be out in October 2000. It is based on research contained in Graham Debling and Bev Behrman, <i>Employability Skills for British Columbia, Executive Summary</i>, Table 1—The Skills Most Sought by Recruiters in Small and Medium-Sized Organizations (Human Resources Development Canada, BC Labour Force Development Board and BC Institute of Technology, July 1996).</p>	<p><i>Work Futures</i> Web site:  <a href="http://www.workfutures.bc.ca/">http://www.workfutures.bc.ca/</a></p> <p><i>Employability Skills for British Columbia</i> Web sites:  <a href="http://www.aett.gov.bc.ca/employability/">http://www.aett.gov.bc.ca/employability/</a>  and  <a href="http://www.sunshine.net/www/200/sn0253/lfdb/ess1.htm">http://www.sunshine.net/www/200/sn0253/lfdb/ess1.htm</a></p>	
	<p>Workinfonet BC's <i>Focus on Employability</i></p>	<p>This program helps youth to understand what employability skills are, explains why they need these skills, outlines how they can find out which skills they need and suggests ways to develop their employability skills.</p>	<p><a href="http://workinfonet.bc.ca/youth/workskill.htm">http://workinfonet.bc.ca/youth/workskill.htm</a></p>	

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<b>Northwest Territories</b>	Education, Culture & Employment, <i>Career &amp; Technology Studies (CTS)</i>	This program follows the Alberta ( <i>CTS</i> ) program, which helps NWT students make informed career choices and develop skills for employment. The competency-based structure of <i>CTS</i> allows students to focus on their own particular needs and interests and to learn at their own rate. It also helps keep school programs relevant and current.	<a href="http://siksik.learnnet.nt.ca/ecedivisions/early_childhood_ss.html">http://siksik.learnnet.nt.ca/ecedivisions/early_childhood_ss.html</a>	Education, Culture & Employment Early Childhood & School Services P.O. Box 1320 Yellowknife, NT X1A 2L9
	Education, Culture & Employment, <i>Career Opportunities Series</i>	Seven booklets— <i>Jobs in Mining, Public Service, Tourism, Social Sciences, Health Services, Construction</i> and <i>Oil &amp; Gas</i> —promote education and career opportunities across the various sectors in the NWT. The booklets explain the career choice, what and where the jobs are, working conditions and how to get the training.	<a href="http://siksik.learnnet.nt.ca/ecedivisions/coll_career_dev.html">http://siksik.learnnet.nt.ca/ecedivisions/coll_career_dev.html</a>	Education, Culture & Employment College & Career Development P.O. Box 1320 Yellowknife, NT X1A 2L9
	Education Culture & Employment, <i>Career Scapes '99</i>	A yearly career planning guide for students, teachers and counsellors, it helps students make decisions about education, work and relationships, with actual NWT examples.	<a href="http://siksik.learnnet.nt.ca/ecedivisions/coll_career_dev.html">http://siksik.learnnet.nt.ca/ecedivisions/coll_career_dev.html</a>	Education, Culture & Employment College & Career Development P.O. Box 1320 Yellowknife, NT X1A 2L9
	Education, Culture & Employment, <i>Career Tracker 1999</i>	This is a yearly publication for counsellors and teachers, with Web site and contact numbers for career planning, NWT program and educational information.	<a href="http://siksik.learnnet.nt.ca/ecedivisions/coll_career_dev.html">http://siksik.learnnet.nt.ca/ecedivisions/coll_career_dev.html</a>	Education, Culture & Employment College & Career Development P.O. Box 1320 Yellowknife, NT X1A 2L9
	Education, Culture & Employment, <i>It's Your Future: A Guide to the World of Post-Secondary Education</i>	This guide helps counsellors and teachers to assist individuals with their personal career plans. It provides worksheets and tips identifying the steps in preparing for post-secondary schooling.	<a href="http://siksik.learnnet.nt.ca/ecedivisions/coll_career_dev.html">http://siksik.learnnet.nt.ca/ecedivisions/coll_career_dev.html</a>	Education, Culture & Employment College & Career Development P.O. Box 1320 Yellowknife, NT X1A 2L9

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<b>Northwest Territories</b>	Education, Culture & Employment, <i>Schools North Apprenticeship Program (SNAP)</i>	Offering an opportunity for those students who have the motivation and academic ability to get started on a career path, <i>SNAP</i> allows students to earn school credits while earning money and learning a trade.	<a href="http://siksik.learnnet.nt.ca/career/library/7-7/SNAPbro.htm">http://siksik.learnnet.nt.ca/career/library/7-7/SNAPbro.htm</a>	Education, Culture & Employment College & Career Development P.O. Box 1320 Yellowknife, NT X1A 2L9
	Education, Culture & Employment, <i>Working Together Program</i>	An on-the-job training program, this helps students and youth to obtain Essential Skills while on the job, making the transition to employment successful.  Wage subsidies are provided to employers for the cost of training.	<a href="http://siksik.learnnet.nt.ca/ecedivisions/coll_career_dev.html">http://siksik.learnnet.nt.ca/ecedivisions/coll_career_dev.html</a>	Education, Culture & Employment College & Career Development P.O. Box 1320 Yellowknife, NT X1A 2L9
	Yellowknife Public Denominational District Education Authority, <i>Bridges</i>	The <i>Bridges</i> program strives to meet the needs of students who are in danger of not completing high school. It provides 50 students in the secondary school system with life skills, literacy, numeracy and electives and with meaningful work placements and career counselling.		St. Patrick High School 5010 – 44th Street Yellowknife, NT X1A 2S4

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<b>Alberta</b>	Alberta Human Resources and Employment, <i>The Adult Back to School Book</i> (1994), ISBN 0-7732-0009-6	Publication provides worksheets, tips, Q&As and other activities for understanding and improving employability and academic and personal skills in the context of returning to school.	<a href="http://www.alis.gov.ab.ca/careershop">http://www.alis.gov.ab.ca/careershop</a>	Information Development and Marketing Branch Alberta Human Resources and Employment 6th Floor, 9940–106 Street Edmonton, Alberta T5K 2V1  E-mail: <a href="mailto:careerinfo@gov.ab.ca">careerinfo@gov.ab.ca</a>
	Alberta Human Resources and Employment, <i>The Career Planner</i> (1997), ISBN 0-7732-0606-X	Self-assessment checklists of traits, skills, interests, attitudes and values and step-by-step action plan worksheets help students to prepare for the world of work.	<a href="http://www.alis.gov.ab.ca/careershop">http://www.alis.gov.ab.ca/careershop</a>	Information Development and Marketing Branch Alberta Human Resources and Employment 6th Floor, 9940–106 Street Edmonton, Alberta T5K 2V1  E-mail: <a href="mailto:careerinfo@gov.ab.ca">careerinfo@gov.ab.ca</a>
	Alberta Human Resources and Employment, <i>Decision Decks</i>	This activity helps teachers/counsellors, career and HR practitioners to assist learners with the first phase of career planning—self-discovery. Learners draw cards carrying the name of a skill or value, with an amusing illustration on one side and a description of the skill or value on the other. Learners sort the cards they draw under heading cards—“Always Value” or “Value” for values, “Want to Do” or “Don’t Want to Do” for skills.	<a href="http://www.alis.gov.ab.ca/careershop">http://www.alis.gov.ab.ca/careershop</a>	
	Alberta Human Resources and Employment, <i>The Education and Training Planner</i> (1996), ISBN 0-7732-0608-6	Activities help teachers and students develop an inventory of occupational and employability skills with the objective of helping students to explore a range of work alternatives.	<a href="http://www.alis.gov.ab.ca/careershop">http://www.alis.gov.ab.ca/careershop</a>	Information Development and Marketing Branch Alberta Human Resources and Employment 6th Floor, 9940–106 Street Edmonton, Alberta T5K 2V1  E-mail: <a href="mailto:careerinfo@gov.ab.ca">careerinfo@gov.ab.ca</a>

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<b>Alberta</b>	Alberta Human Resources and Employment, <i>Positive Works II</i> (1998), ISBN 0-7732-1719-3	Numerous suggestions, tips and activities help students to explore positive beliefs, attitudes and skills that affect every area of their personal and working lives.	<a href="http://www.alis.gov.ab.ca/careershop">http://www.alis.gov.ab.ca/careershop</a>	Information Development and Marketing Branch Alberta Human Resources and Employment 6th Floor, 9940–106 Street Edmonton, Alberta T5K 2V1  E-mail: <a href="mailto:careerinfo@gov.ab.ca">careerinfo@gov.ab.ca</a>
	Alberta Human Resources and Employment, <i>Radical Change in the World of Work: The Workbook</i> (1996), ISBN 0-7732-1732-3	Exercises, activities, worksheets and targeted questions help students to assess their personal skills and interests in terms of how they may want to do the kind of work they want to do in a rapidly changing workplace.	<a href="http://www.alis.gov.ab.ca/careershop">http://www.alis.gov.ab.ca/careershop</a>	Information Development and Marketing Branch Alberta Human Resources and Employment 6th Floor, 9940–106 Street Edmonton, Alberta T5K 2V1  E-mail: <a href="mailto:careerinfo@gov.ab.ca">careerinfo@gov.ab.ca</a>
	Alberta Human Resources and Employment, <i>Skills Plus Handbook: Discovering Your Personal Career Assets</i> , ISBN 0-7732-1741-X	Activities help teachers and students develop an inventory of their personal career assets, including their skills.	<a href="http://www.alis.gov.ab.ca/careershop">http://www.alis.gov.ab.ca/careershop</a>	Information Development and Marketing Branch Alberta Human Resources and Employment 6th Floor, 9940–106 Street Edmonton, Alberta T5K 2V1  E-mail: <a href="mailto:careerinfo@gov.ab.ca">careerinfo@gov.ab.ca</a>
	Alberta Human Resources and Employment, <i>Workability Handbook</i> (Edmonton: Alberta Human Resources and Employment, Information Development and Marketing, 1996), ISBN 0-7732-1703-7	Examples are designed to show teachers and students how skills, attitudes and knowledge are used in the workplace.	<a href="http://www.alis.gov.ab.ca/careershop">http://www.alis.gov.ab.ca/careershop</a>	Information Development and Marketing Branch Alberta Human Resources and Employment 6th Floor, 9940–106 Street Edmonton, Alberta T5K 2V1  E-mail: <a href="mailto:careerinfo@gov.ab.ca">careerinfo@gov.ab.ca</a>

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<b>Alberta</b>	Alberta Learning, <i>The Alberta Framework of Essential Competencies for Working, Learning and Living</i> ISBN 0-7785-0856-0 ISBN 0-7785-0612-6 (set)	Performance indicators help learners, teachers (Grades 7–12) and providers of adult development programs to identify employability, academic and generic occupational skills and competencies at increasingly complex levels of performance and enable them to view skill development as a progression from one stepping stone to the next.  An Orientation CD-ROM, Activity Guide with Illustrative Examples, and Resource List are under development.	<a href="http://www.learning.gov.ab.ca/asa/">http://www.learning.gov.ab.ca/asa/</a> (under development)	Adult Skills Alberta Alberta Learning 10155–102 Street Edmonton, Alberta T5J 4L5  E-mail: <a href="mailto:elinor.burwash@gov.ab.ca">elinor.burwash@gov.ab.ca</a>
	Alberta Learning, <i>Career &amp; Technology Studies (CTS)</i>	<i>CTS</i> helps Alberta students make informed career choices and develop skills for employment. Its competency-based structure allows students to focus on their own particular needs and interests and to learn at their own rate, and it helps to keep school programs relevant and current. The CTS program updates and revises over 200 courses in four subject areas and develops new subject areas to address current learning needs and labour market trends. The program makes extensive use of partnerships, workplace learning and community resources and aligns teaching and learning with emerging trends in technology, the trades and the service industry.	<a href="http://www.gov.ab.ca/pao/programs/rewards/premier/1998/career-and-technology.htm">http://www.gov.ab.ca/pao/programs/rewards/premier/1998/career-and-technology.htm</a>	
	Bow Valley College, <i>Skills for Working, Learning and Living</i>	The series consists of 47 learner modules, a learner guide and an instructor guide. It provides learners in schools, colleges and workplaces with a series of teaching and learning materials articulated with the <i>Alberta Framework of Essential Competencies for Working, Learning and Living</i> . Each module contains objectives and learning activities to address all the levels of complexity in the <i>Framework</i> . The activities are developmental in nature.		The materials are available in print form and under development in CD-ROM.  For more information, please call The Learning Quality Centre, Bow Valley College, Calgary, Alberta, at (403) 297-4833 or E-mail <a href="mailto:sswan@bowvalley.ab.ca">sswan@bowvalley.ab.ca</a>

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<b>Alberta</b>	Bow Valley College, <i>Skills for Working, Learning and Living Inventory</i>	A companion to the learner modules, the <i>Skills for Working, Learning and Living Inventory</i> is a self-assessment tool to assist learners in reflecting on their skills and abilities from the perspectives of both strengths and challenges. The Inventory encourages learners to select from the learner modules available to address those areas they wish to develop further.		
	Bow Valley College, <i>SmartStart</i>	This course (workbook and instructor guide) has been developed for Adult Basic Education learners. It is based on <i>Skills for Working, Learning and Living</i> and contains selected concepts and competencies that have been found to be most useful for this group of learners. The workbook is written at a Grade 6 reading level.		Available September 2000 in print and CD-ROM  For more information, please call The Learning Quality Centre, Bow Valley College, Calgary, Alberta, at (403) 297-4833 or E-mail <a href="mailto:sswan@bowvalley.ab.ca">sswan@bowvalley.ab.ca</a>



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<b>Saskatchewan</b>	<i>Canadian Prospects and Saskatchewan Prospects</i>	These tabloid-style resources support comprehensive career education programs and career development. Published quarterly during the school year, they are designed to be used by in-school youth and staff and have been widely distributed and well received in Saskatchewan schools.	Saskatchewan Education Web site <a href="http://www.sasked.gov.sk.ca">www.sasked.gov.sk.ca</a> and <a href="http://www.sasknetwork.gov.sk.ca">www.sasknetwork.gov.sk.ca</a>	Jim Savage Saskatchewan Post-secondary Education and Skills Training 2220 College Ave. Regina SK S4P 3V7 Tel: (306) 787-7382
	Foundation for Animal Care Saskatchewan (FACS) <i>Animal Agriculture: Our Living Business</i> —Video	This video includes a discussion of various career opportunities in the agriculture industry and the training necessary to access these careers. It was produced in consultation with Saskatchewan Education.	<a href="http://facs.sk.ca">http://facs.sk.ca</a>	FACS 502–45th St. W., 2nd Floor Saskatoon, SK S7L 6H2 Tel: (306) 244-2918
	Saskatchewan Education Web site	The Web site includes curricula developed under the core curriculum initiative in an HTML format. It also includes descriptions of career services provided by provincial ministries of education.	Saskatchewan Education Web site <a href="http://www.sasked.gov.sk.ca">www.sasked.gov.sk.ca</a> and <a href="http://www.sasknetwork.gov.sk.ca">www.sasknetwork.gov.sk.ca</a>	
	<i>Curriculum Guides for Practical and Applied Arts</i>	This curriculum includes ideas to help students develop and enhance their employability. Curriculum guides include strategies for integrating transition-to-work dimensions into courses and strategies for student assessment and evaluation.		
	<i>Middle Level Career Guidance Curriculum</i>	This curriculum is based on a career development continuum from career awareness through career exploration to career experience and provides activities for 30 hours per grade per year of instruction for students in Grades 6–9.		
Saskatchewan 4H Council <i>Careers in Agriculture: With an Environmental Focus</i> —Video (1998)	This video promotes youth career opportunities in agriculture and describes the kinds of skills necessary as well as the training required. It was developed in conjunction with the University of Saskatchewan.	<a href="http://www.4-h.sk.ca/">http://www.4-h.sk.ca/</a>	SK 4H Council 3735 Thatcher Ave. Saskatoon, SK S7R 1B8	

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<b>Saskatchewan</b>	Saskatchewan Institute of Applied Science and Technology, <i>Employability Skills for Work-Based Training</i> (Saskatoon: Saskatchewan Institute of Applied Science and Technology, December 1999)	Learning activities and resources develop skills in the following areas: communication, critical thinking, lifelong learning, positive attitudes and behaviours, responsibility, adaptability and teamwork.		Director of Planning, Research and Development SIAST 400–119 4th Avenue South Saskatoon, SK S7K 5X2
	Saskatchewan Institute of Applied Science and Technology and Saskatchewan Labour, <i>Helping Solve the Employment Puzzle: A Toolbox for Middle &amp; Secondary Levels</i> (Prince Albert, Saskatchewan: Saskatchewan Institute of Applied Science and Technology—Woodland Campus and Saskatchewan Labour, April 1998)	<i>Toolbox</i> contains 23 classroom activities to help teachers and students incorporate employability skills into their Practical and Applied Arts subjects. It supports the new Practical and Applied Arts (PAA) curriculum being developed by Saskatchewan Education (e.g., optional 25–50 hour work–study component in Practical and Applied Arts curricula under the Saskatchewan Evergreen Curriculum). It was developed in partnership with Saskatchewan Education.	Saskatchewan Education Web site <a href="http://www.sasked.gov.sk.ca">www.sasked.gov.sk.ca</a>	Kerry Finucan SIAST Woodland Campus Tel.: (306) 953-5591
	Saskatchewan Labour, <i>Ready for Work</i> series	Saskatchewan Labour, in a partnership with Saskatchewan Education, the Saskatchewan Teachers' Federation and the Saskatchewan Professional Development Unit, is developing a collection of resources and activities for use in classrooms. The new resource will support education about labour standards, occupational health and safety, and the recognition, evaluation and management of hazards found in the workplace.	Saskatchewan Labour home page <a href="http://www.labour.gov.sk.ca">http://www.labour.gov.sk.ca</a>	Al Walker, Prevention Services Branch, Saskatchewan Labour, 1870 Albert Street Regina, SK S4P 3V7  Tel: (306) 787-0152 Fax: (306) 787-0036 E-mail: <a href="mailto:allan.walker.lab@govmail.gov.sk.ca">allan.walker.lab@govmail.gov.sk.ca</a>
	Saskatchewan Post-Secondary Education and Skills Training, <i>High School to Apprenticeship: A Link to the Future</i>	This resource encourages secondary-level students to choose apprenticeship as an appropriate career pathway.	Saskatchewan Post-secondary Education and Skills Training Web site <a href="http://www.sasked.gov.sk.ca">www.sasked.gov.sk.ca</a>	

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<b>Saskatchewan</b>	<p>Saskatchewan Women in Trades and Technology (SKWITT)</p> <p>WITT National Network, <i>Indian and Metis Girls Exploring Trades and Technology (IMGETT)</i>, WITT Works, etc.</p>	<p>This network encourages participation by women in non-traditional areas, including the trades and technologies, and provides assistance, professional development, and skills acquisition opportunities. It includes various promotional resources, in-school programs, and organizations that support the work of the national and provincial organizations.</p>	<p>WITT National Network  <a href="http://wittnn.ca/">http://wittnn.ca/</a></p>	<p>Valerie Overend  SaskWITT  Box 33084  Regina, SK  S4T 7X2</p> <p>Tel: (306) 565-0556  Fax: (306) 565-3484  E-mail:  <a href="mailto:v.overend@sk.sympatico.ca">v.overend@sk.sympatico.ca</a></p>



JURISDICTION	PRODUCT			
<b>Manitoba</b>	<p><i>Blueprint for Life/Work Designs</i>, an international partnership including National Life/Work Centre, Canada Career Information Partnership, Human Resources Development Canada, and National Occupational Information Coordinating Committee (U.S.)</p>	<p><i>Blueprint for Life/Work Designs</i> has multiple goals, but the primary aim is to have users work with a national framework of competencies to create comprehensive, effective and measurable life/work development programming and products for Canadians.</p>	<p><a href="http://lifework.ca">http://lifework.ca</a></p>	<p>Tom Prins at tprins@edu.gov.mb.ca</p>
	<p><i>Career Planning Guide</i> (Labour Market Support Services, Manitoba Education and Training)</p>	<p>The Career Planning Guide includes a listing of over 150 occupations in Manitoba, with information about education and training paths, wages, expected job demand and some sample job duties for each occupation.</p>	<p><a href="http://www.edu.gov.mb.ca/tce/career/job/occ_car_info/car_guide/car_guide.html">http://www.edu.gov.mb.ca/tce/career/job/occ_car_info/car_guide/car_guide.html</a></p>	<p>John Harper at jharper@edu.gov.mb.ca</p>
	<p><i>High Demand Occupations</i> (Labour Market Support Services, Manitoba Education and Training)</p>	<p>This publication provides a list of occupations that are currently in high demand in Manitoba. Further, there is a list of high demand skills in Manitoba and a final section that deals specifically with the Aboriginal community.</p>	<p><a href="http://www.edu.gov.mb.ca/tce/career/job/hdo.html">http://www.edu.gov.mb.ca/tce/career/job/hdo.html</a></p>	<p>John Harper at jharper@edu.gov.mb.ca</p>
	<p><i>The "Make It Real" Game</i></p>	<p>Learn how to use this great career development resource with your students! A comprehensive career development program, it is fully consistent with <i>Blueprint for Life/Work Designs</i> competencies and indicators for Grades 5 and 6. The program is interactive.</p>	<p><a href="http://metksr/profdev/yag99">http://metksr/profdev/yag99</a></p>	<p>Tom Prins at tprins@edu.gov.mb.ca</p>
	<p>Manitoba Education and Training and the Winnipeg Chamber of Commerce, <i>How to Develop an Outstanding Employability Skills Portfolio: A User's Guide</i> (Manitoba Education and Training and the Winnipeg Chamber of Commerce, 1995), ISBN 0-771-1298-X</p>	<p>This guide includes tips (including sample lesson plans) for instructors and information concerning how Manitoba schools are including portfolio development in their Grades 9–12 program.</p>	<p><a href="http://www.mbnet.mb.ca/~stjamesa/parents/employability/index.html">http://www.mbnet.mb.ca/~stjamesa/parents/employability/index.html</a></p>	

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<b>Ontario</b>	<i>Career Contractor</i>	<i>Career Contractor</i> kick-starts career exploration for young people who lack motivation and direction. Users discover their skills, see that they have options and opportunities and discover that they can still learn. Youth explore what not to do next time, see what they can do to change a situation, and get an experience of directing themselves by developing a personal action plan they want to achieve, with help. This product moves away from evaluation towards discovery. It characterizes skills as tools and encourages learners to figure out how they are using them and to make the connection between a given skill and how it is applied in the workplace.		Dr John Price at: john.price@dpcdsb.org.
	<i>career.MAX</i>	<i>career.MAX</i> is a career exploration tool that combines an interest inventory with an employability assessment. <i>career.MAX</i> links into the National Occupational Classification System (NOC) and gives an indication of typical responsibilities associated with different jobs. It also predicts career satisfaction based on an assessment of an individual's skills, attitudes and behaviours. <i>career.MAX</i> is based on the understanding that many students cannot jump right into their skills development but need to see where they are strong and where that might lead them as they explore possible careers.		Ken Witherspoon at: jtstewa@ibm.net
	Halton Regional Guidance Team, <i>Teacher Adviser Resource Binder Grades 7 and 8</i> (Halton District School Board, June 1999)	This binder contains activities to help students develop a broad range of skills, including anger management, conflict resolution and diversity awareness.		Anne Clifton Tel: (905) 335-3663 or Fax: (905) 335-9802

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<p><b>Ontario</b></p>	<p>Ontario Ministry of Training, Colleges and Universities, <i>Choices Into Action—Guidance and Career Education Program Policy for Ontario Elementary and Secondary Schools 1999</i></p>	<p><i>Choices Into Action</i> outlines career education expectations, including employability skills, through documents in the Ontario curriculum. It provides a policy framework for schools to design and deliver a carefully planned guidance and career education program, beginning in the elementary grades and continuing through secondary school. It helps students acquire effective work habits and the ability to make sound decisions, solve problems, plan effectively, work independently, communicate well, research, evaluate themselves realistically, and explore new educational and career opportunities. It involves parents, community partners, teachers, teacher–advisers, guidance counsellors and community mentors in helping students make transitions throughout their lives—from family to school, from school to school, from school to work, and from school to lifelong learning. Key features of the program include: clearly stated competencies for students in Grades 1–6, Grades 7 and 8, and Grades 9–12 (including employability skills); a range of career exploration activities in the community; a compulsory half-credit Career Studies course as a high school graduation requirement; an annual education plan for each student in Grades 7–12; a teacher–advisor for students in Grades 7–11; and individual assistance and short-term counselling.</p>	<p><a href="http://www.edu.gov.on.ca">http://www.edu.gov.on.ca</a></p>	<p>Learner's Edge Tel: (416) 397-2595 or Fax: (416) 395-5173</p>
	<p>Toronto District School Board, <i>Activities for Students and Their Teacher–Advisors Level B (Grade 8)</i>, Toronto District School Board</p>	<p>Activities with worksheets can be copied and handed out to students to help them develop their skills, from self-assessing and priority setting to goal setting and action planning.</p>		

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<b>Québec</b>	<i>Career Choice Education Program Guide</i> —a reference tool for teachers and counsellors	The <i>Career Choice Education Program</i> will continue to serve students in Grades 9, 10 and 11 until 2003, after which career education will still be implicitly and explicitly infused into the curriculum with the continued collaboration of teachers and guidance counsellors.		Sandra Salesas Tel: (514) 367-8738 E-mail: sandra.salesas@csmb.qc.ca
	Ministère de l'Éducation, <i>Ministerial Plan of Action for the Reform of the Education System: A New Direction for Success, 1999–2000 (Programme de Formation de l'École Québécoise)</i> —refers to new curriculum currently in development, being phased in progressively over the next five years. Accompanying materials (pedagogical guides, evaluation guides) are in development for the new curriculum.	This plan of action integrates career development issues and transferable skills development into new curriculum. It is based on The Guidance-Oriented School Approach developed and implemented by teachers and counsellors at the elementary (Grades 5 and 6) and secondary school levels. The term “guidance-oriented school approach” was coined by Mme Louise Landry, the president of the Ordre professionnel des conseillers et conseillères d'orientation du Québec. According to the Ministry of Education, “The guidance-oriented school approach is a concept that lies at the very basis of the school's educational project. All those who work with students try to guide them in ways appropriate to their functions. Schools help students make career choices by offering activities designed to facilitate access to information. Teachers contribute by occasionally including learning activities that lead to an increased awareness of the school system, career choices and the job market.” This resource helps and pre-secondary primary students (including pre-secondary adults) to focus on reinforcing essential skills across disciplines and at every level.	<a href="http://www.qesn.meq.gouv.qc.ca/reform">www.qesn.meq.gouv.qc.ca/reform</a>	Sandra Salesas Tel: (514) 367-8738 E-mail: sandra.salesas@csmb.qc.ca

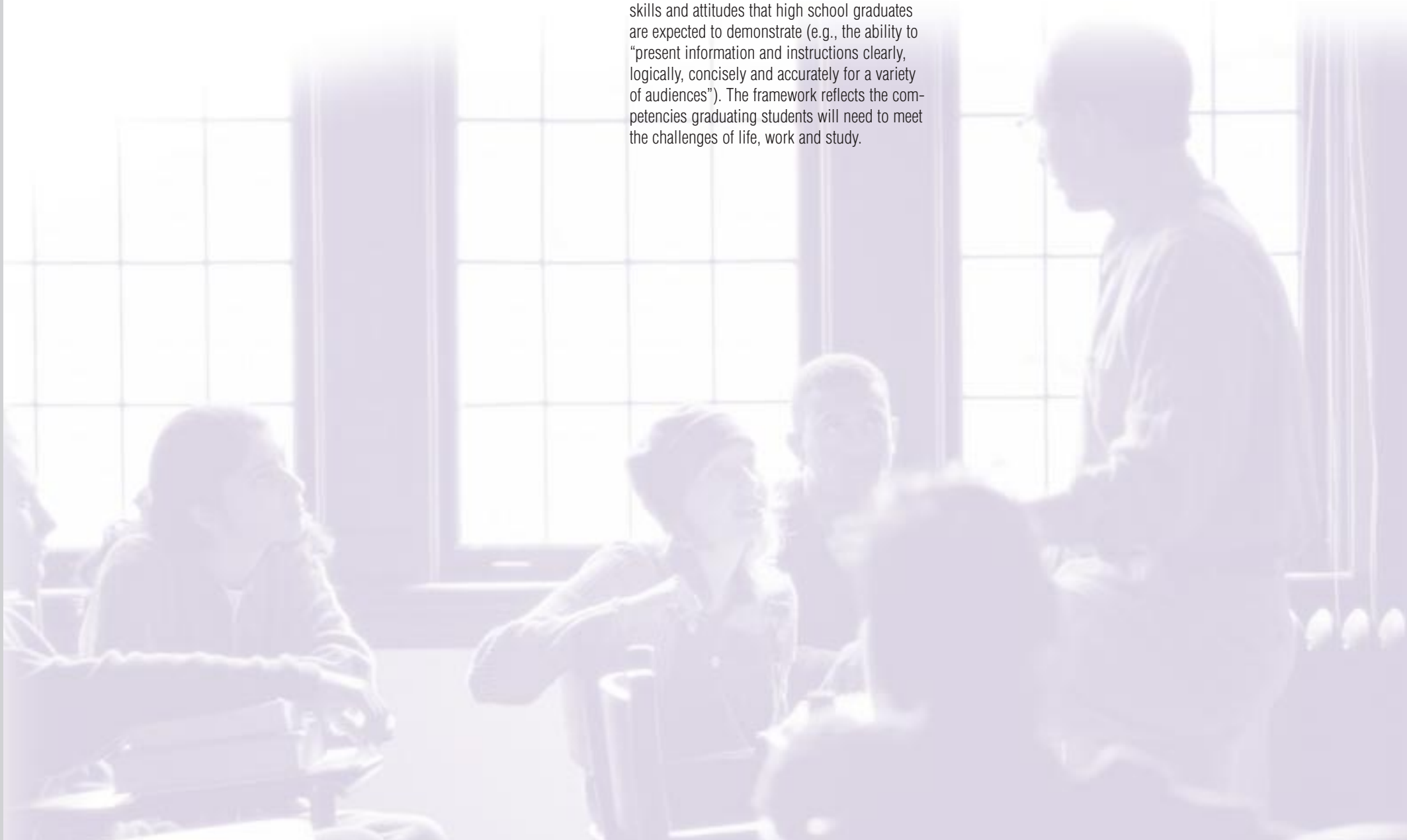
JURISDICTION	PRODUCT	BRIEF DESCRIPTION	RELATED WEB SITE	CONTACT
<p><b>Québec</b></p>	<p><i>Personal Education Plans in Montréal Secondary Schools</i> (les plans individualisés de formation—PIF)</p>	<p>Similar to a portfolio, <i>Personal Education Plans</i> helps students gather and organize documents and information on career issues, complete interest and aptitude inventories, and do assessments on career exploration opportunities. Used throughout their high school years, <i>Personal Education Plans</i> give students a realistic picture of their goals and interests by the time they reach Grade 11. <i>Personal Education Plans</i> encourage students to make informed career choices and develop the skills to adapt to the demands of the job market. These plans integrate exploration of self, career and the world of work into the curriculum.</p>		<p>Sandra Salesas            Tel: (514) 367-8738            E-mail:  <a href="mailto:sandra.salesas@csmb.qc.ca">sandra.salesas@csmb.qc.ca</a></p>



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<b>New Brunswick</b>	Atlantic Provinces Education Foundation, <i>We Can Do Anything</i> (K–3)	This teaching resource incorporates development and awareness of a broad base of skills.		New Brunswick Department of Education, Curriculum Branch Tel: (506) 453-7441
	Employability Skills video, produced in conjunction with Global TV	Video emphasizes the importance of the <i>Employability Skills Profile</i> and its connection to curricula and shows that opportunities already exist for teachers to connect employability skills development to their classroom teaching.		
	<i>Initiation au travail</i>	This provides students with an assessment inventory of their employability skills.		
	<i>Linking to the Future: Career and Educational Portfolio</i>	This helps students develop checklists and inclusions for their portfolios.		
	Ministère de l'éducation du Nouveau-Brunswick, <i>Entrepreneuriat, Ressources pour élèves et enseignants</i>			Ministère de l'éducation du Nouveau-Brunswick, Direction des services pédagogiques Tel: (506) 453-2326
	Ministère de l'éducation du Nouveau-Brunswick avec J.D.Irving, Limited, "La Boîte de découvertes sur la forêt" — section 6, <i>Habilités pour l'avenir</i>	Série de vidéos sur <i>Habilités pour l'avenir</i> et guide pour enseignant met en relief ces concepts tout en passant en revue les nombreux débouchés professionnels que présente le secteur forestier.		Ministère de l'éducation du Nouveau-Brunswick, Direction des services pédagogiques Tel: (506) 453-2751
	New Brunswick Department of Education, <i>Employability Skills Resource Guide for Post-Secondary Education</i> (New Brunswick Department of Education, Post-Secondary Innovation Group, October 1998)	Teaching strategies and activities are designed to help post-secondary teachers and students develop employability skills.		Shane Donovan st2plan@gov.nb.ca Tel: (506) 444-5504
	New Brunswick Department of Education, <i>Employability Skills Teacher Handbook K–12</i> (New Brunswick Department of Education, 1999)	This document suggests teaching strategies and provides sample lesson plans to help elementary teachers develop students' skills. It also helps middle and high school teachers to make connections between the curriculum and skills development opportunities.		Margie Layden-Oreto margielo@gov.nb.ca Tel: (506) 462-5127

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<b>New Brunswick</b>	New Brunswick Department of Education, <i>Entrepreneurship 110</i> —Curriculum guide and student/teacher resource	Guide contains strategies and activities for learning that incorporate the development of employability skills.		New Brunswick Department of Education, Curriculum Branch Tel: (506) 453-7441
	New Brunswick Department of Education, <i>Personal Development and Career Planning K–12</i> (New Brunswick Department of Education, August 21, 1998)	This curriculum document has three components: Personal Development, Lifelong Learning and Career Exploration & Planning. The skill-based outcomes curriculum on which it is based includes instructional strategies and activities designed to help K–12 teachers facilitate student acquisition and enhancement of employability skills.		Margie Layden-Oreto margielo@gov.nb.ca Tel: (506) 462-5127
	New Brunswick Department of Education and J.D. Irving, Limited, “Forest Discovery Resource”—Unit 6, <i>Skills for the Future</i>	Video and teacher’s guide contains student activities that promote the development of employability skills.		New Brunswick Department of Education, Curriculum Branch Tel: (506) 453-7441

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<p><b>Prince Edward Island</b></p>	<p><i>The Atlantic Canada Framework for Essential Graduation Learnings in Schools</i></p>	<p><i>Essential Graduation Learnings</i> provides an overview of the cross-curricular knowledge, skills and attitudes that high school graduates are expected to demonstrate (e.g., the ability to “present information and instructions clearly, logically, concisely and accurately for a variety of audiences”). The framework reflects the competencies graduating students will need to meet the challenges of life, work and study.</p>	<p><a href="ftp://ftp.ednet.ns.ca/pub/educ/ap ef/english/egl-eng.pdf">ftp://ftp.ednet.ns.ca/pub/educ/ap ef/english/egl-eng.pdf</a></p>	



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<b>Nova Scotia</b>	Careers Clearing House	This resource shows students the connection between in-school learning across the curriculum and the community beyond high school, including the world of work. It also helps students use Essential and Employability Skills information to develop and enhance their employability skills.	<a href="http://workinfont.net.ca">http://workinfont.net.ca</a>	
	Multidisciplinary courses: <ul style="list-style-type: none"> <li>• Life/Work Transitions 10</li> <li>• Design 11</li> <li>• Electrotechnologies 11</li> <li>• Film and Video 12</li> <li>• Agriculture/Agrifood 11</li> <li>• Tourism 11</li> <li>• Gaelic Cultural Studies 11</li> </ul>	These courses help students assess their own skills and identify skills to focus on for improvement.	The Web site is under development. Web site address for those pages that support the multidisciplinary courses can be found at: <a href="http://www.ednet.ns.ca/educ/currwebs/">http://www.ednet.ns.ca/educ/currwebs/</a> .  These sites are currently under development and so are password protected, but a password will be provided to educators on request.	Peter G. Smith Curriculum Consultant Nova Scotia Department of Education Tel.: (902) 424-5784 Fax: (902) 424-0613 E-mail: <a href="mailto:smithps@gov.ns.ca">smithps@gov.ns.ca</a>
	Curriculum Guides for multidisciplinary courses	Guides help link curriculum outcomes to post-secondary expectations.		

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<b><i>Newfoundland and Labrador</i></b>	Co-operative Education 1100	<p>Co-operative Education 1100 introduces students, following either a subject-based or career-exploratory program, to co-operative education and facilitates their adjustment to an unfamiliar learning environment.</p> <p>The course requires that students have a minimum of 20 hours of pre-employment preparation prior to taking up their work placement in the community.</p> <p>The course introduces students to the world of work and helps them work with their teachers to integrate their experience at the work site with their pre-employment classroom module. It also gives them opportunities to reinforce skills and techniques learned at the work site and integrate these with specific subject objectives.</p>	<a href="http://www.gov.nf.ca/edu/Mandate.htm">http://www.gov.nf.ca/edu/Mandate.htm</a>	
	Human Dynamics 2200 course (in development)	<p>This new course addresses skills for life and health that affect employment and productivity. The course will reflect the Newfoundland and Labrador Ministry of Education's vision of an "education system that can deliver the knowledge, skills and attitudes needed to compete in the global marketplace."</p>		

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<b>Federal Government Resources</b>	<i>Career and Labour Market Information</i> , 1999, ISBN 0-7732-1741-X	This is a workbook to help people understand transferable and personal management skills and how they contribute to a person's career assets.		
	Human Resources Development Canada, <i>Authentic Materials Resource Guide</i>	This guide combines descriptions of tasks associated with, and skill levels required in, specific jobs, with examples of actual workplace materials relating to Essential Skills (for example, reading text, writing).		
	Human Resources Development Canada, <i>Essential Skills Database</i>	This database profiles 170 occupations, showing how Essential Skills are used.	<a href="http://www15.hrdc-drhc.gc.ca/english/all_profiles.asp">http://www15.hrdc-drhc.gc.ca/english/all_profiles.asp</a>	
	Human Resources Development Canada, <i>Readers' Guide to Essential Skills Profiles</i> (Ottawa–Hull: Human Resources Development Canada, Standards, Planning and Analysis Division, November 6, 1998)	The <i>Readers' Guide</i> helps teachers, trainers and others to use Essential Skills Profiles to explore the varying skill requirements of different jobs and compare skill requirements across jobs.	<a href="http://www15.hrdc-drhc.gc.ca/english/readers_guide_whole.asp">http://www15.hrdc-drhc.gc.ca/english/readers_guide_whole.asp</a>	
	Human Resources Development Canada, <i>WorkSearch</i>	<i>WorkSearch</i> helps learners through the process of looking for work and includes a section called "Knowing Yourself," which deals with identifying skills.	<a href="http://worksearch.gc.ca/cgi-bin/start.pl">http://worksearch.gc.ca/cgi-bin/start.pl</a>	
	Human Resources Development Canada/Canada Career Consortium, <i>Canada Prospects 1999–2000: Skills for the New Economy</i>	Tabloid-style resource includes many practical activities as well as information to help learners understand and build their skills.	<a href="http://www.careerccc.org/prospects99-00/english/products/prospects/section5/lmi3.html">http://www.careerccc.org/prospects99-00/english/products/prospects/section5/lmi3.html</a>	

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<b>Federal Government Resources</b>	National Life/Work Centre <i>Real Game</i> series	Instruction in career education and career development is provided through a series of six programs compatible with the <i>Blueprint for Life / Work Designs</i> (see Haché under Commercial Products).	<a href="http://www.realgame.ca">www.realgame.ca</a>	
	O'Reilly, Elaine and Diane Alfred, Human Resources Development Canada, with contributing partners: Canadian Career Development Foundation; Human Resources Development Canada; Algonquin College; Ministry of Education, Skills and Training: <i>Making Career Sense of Labour Market Information</i>	This publication helps prepare clients and students for the future by providing advice on the skills and attitudes needed to operate successfully in a rapidly changing world of work.	<a href="http://careergateways.org/gateways/publ/mcs_site/chapter4/skilln5.htm">http://careergateways.org/gateways/publ/mcs_site/chapter4/skilln5.htm</a>	Copies may be purchased from: Canadian Career Development Foundation 202–411 Roosevelt Ave. Ottawa, Ontario K2A 3X9 Tel: (613) 729-6164 Fax: (613) 729-3515 E-mail: <a href="mailto:ccdffcac@magi.com">ccdffcac@magi.com</a> WWW: <a href="http://infoweb.magi.com/~ccdffcac">http://infoweb.magi.com/~ccdffcac</a>
	Industry Canada, <i>CanConnect Youth Information and Communications Technology (ICT) Skills Recognition Certificate</i>	Helps learners: <ul style="list-style-type: none"> <li>• identify the ICT skills they already possess; and</li> <li>• establish ICT skill goals for themselves and work towards those goals to acquire new skills.</li> </ul> Shows educators how to: <ul style="list-style-type: none"> <li>• incorporate ICT skills development into all class sessions or make it a lunch-hour program or a before-school club; and</li> <li>• pre-assess and verify learners' ICT skills.</li> </ul>	<a href="http://canconnect.ic.gc.ca/certificate">http://canconnect.ic.gc.ca/certificate</a>	Simone D. Prazeres Tel: (613) 990-6396

JURISDICTION	PRODUCT		
<p><b>Commercial and Other Products</b></p>	<p>Brand, Margaret; Ann Olney Sparkes and Berne J. Neufeld, <i>Success in the Workplace</i>, 2nd ed. (Copp Clark Ltd., 1996), ISBN 0-7730-5552-5</p>	<p>Chapter 4 includes suggestions for creating an Employability Skills Portfolio and other activities for developing skills and preparing young people making the transition to the world of work and others making labour market transitions. A <i>Teachers' Guide</i> gives advice on how to use the book. ISBN 0-7730-5553-3.</p>	
	<p>Canadian Foundation for Economic Education (CFEE), Canadian Career Development Foundation, Human Resources Development Canada, and pilot sites across Canada, <i>Career Circuit</i></p>	<p><i>Career Circuit</i> supports career education and career development. It provides a bibliography of resources, on-line training and professional development for career service organizations and Web site development.</p>	<p>Sites will be finalized in spring 2000</p> <p>CFEE contact—Gary Rabbior, 2 St. Clair Avenue West Suite 501 Toronto, ON M4V 1L5 Tel: (416) 968-2236 E-mail: cfeevvg@sympatico.ca</p>
	<p>CFEE in collaboration with provincial representatives and other partners</p> <p><i>Money and Youth</i>—Print resource</p> <p><i>Catch the Wave</i>—Print Resource</p> <p><i>The Spirit of Adventure</i>—Print and Video</p> <p><i>Aboriginal Entrepreneurship</i>—Print and Video</p>	<p>Publication supports the development of money management skills.</p> <p>Publication supports entrepreneurial skill development and enhancement by youth.</p> <p>Support for entrepreneurial education is provided by a print and video library.</p> <p>Support for entrepreneurial education for First Nations youth is provided by a print and video library.</p>	<p>CFEE contact—Gary Rabbior, 2 St. Clair Avenue West Suite 501 Toronto, ON M4V 1L5 Tel: (416) 968-2236 E-mail: cfeevvg@sympatico.ca</p>

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<b>Commercial and Other Products</b>	Career Systems Canada Ltd., <i>Education for Employment</i> catalogue	<p>Provides multimedia employability skills and workplace literacy programs for special needs, at-risk, and disadvantaged youth and adults. <i>Education for Employment</i> is a module-based employability training system. Individual modules help learners see the connection between academic instruction and the workplace and identify and enhance their math, communication, interpersonal and reasoning skills.</p> <p><b>Modules include:</b></p> <p>MODULE 1 Identify Vocational Interests: <i>Group Interest Sort</i></p> <p>MODULE 2 Career Planning Experiences Based on Interests: <i>Career Planning System</i></p> <p>MODULE 3 Explore Personal Values, Self-Concept and Social Relationships: <i>Guidance and Counselling Software (GCS)</i></p> <p>MODULE 4 Provide Vocational Exploration and Assessment Based on Interests: <i>Microcomputer Evaluation of Career Areas (MECA)</i></p> <p>MODULE 5 Relate Math and English Competencies to the Workplace: <i>Learning Activity Packets (LAPs)</i></p> <p>MODULE 6 Diagnose and Remediate Math Skills Related to the Workplace: <i>Math on the Job (MOJ)</i></p> <p>MODULE 7 Diagnose and Remediate Communication Skills Related to the Workplace: <i>English on the Job (EOJ)</i></p> <p>MODULE 8 Diagnose and Remediate Social Skills Related to the Workplace: <i>Social Skills on the Job (SOJ)/Career and Social Skills Training (CAST)</i></p> <p>MODULE 9 Diagnose and Remediate Problem-Solving Skills Related to the Workplace: <i>Reasoning Skills on the Job (ROJ)</i></p> <p>MODULE 10 Diagnose the Teach Employability Skills: <i>Employability Skills System</i></p> <p>MODULE 11 Identify and Remediate Survival Skills: <i>Survival Skills System</i></p> <p>MODULE 12 Teach Technical Skills Related to the Workplace: <i>Computerized Training Systems</i></p>	<a href="http://www.nald.ca/resource/rsc95.htm">http://www.nald.ca/resource/rsc95.htm</a>	Career Systems Canada Limited 1220 Ellesmere Road, Unit #26 Scarborough, Ontario M1P 2X5 Tel: (416) 321-3853 Fax: (416) 321-3752

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<b>Commercial and Other Products</b>	The Conference Board of Canada, <i>Employability Skills Toolkit for the Self-Managing Learner, Version 2.0</i> (Ottawa: The Conference Board of Canada, 2000), ISBN 0-88763-467-2	The <i>Toolkit</i> provides Canadians with much-needed information about what employability skills look like and examples of ways they can develop and demonstrate their skills at home, at school, at work and in the community. The <i>Toolkit</i> was developed over a 13-month period with the active contribution of hundreds of Canadians, including teachers and students from 22 schools in six provinces and community-based trainers and HR professionals. Five provincial ministries of education participated in the development of the <i>Toolkit</i> , which is a sequenced and integrated package of developmental tools to support learners and their coaches as they get to know themselves, identify and reflect on their skills, plan and implement their skills development activities, and document and market their skills achievements.	<a href="http://www.conferenceboard.ca/nbec">www.conferenceboard.ca/nbec</a>	For more information on purchasing copies of the <i>Toolkit</i> or working with the Conference Board to develop and sponsor a customized version of the <i>Toolkit</i> for your organization or community partners, please contact:  Kurtis Kitagawa Project Manager Employability Skills Toolkit E-mail: <a href="mailto:kitagawa@conferenceboard.ca">kitagawa@conferenceboard.ca</a>
	The Conference Board of Canada, case studies of effective practices in developing and assessing employability skills	Case studies: <ul style="list-style-type: none"> <li>• recognize successful skills development and assessment programs and initiatives;</li> <li>• underline effective practices; and</li> <li>• give insight into the conditions under which the program or initiative may be replicated or adapted by others.</li> </ul>	Download case studies from The Conference Board of Canada Web site: <a href="http://www.conferenceboard.ca/nbec">www.conferenceboard.ca/nbec</a>	Kurtis Kitagawa Research Associate and Project Manager Employability Skills Forum E-mail: <a href="mailto:kitagawa@conferenceboard.ca">kitagawa@conferenceboard.ca</a>

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<b>Commercial and Other Products</b>	The Conference Board of Canada, <i>Employability Skills 2000+</i>	A list of the skills Canadians need to enter, stay in and progress in the world of work, it is endorsed by all 80 members of the Conference Board's Employability Skills Forum and Business and Education Forum on Science, Technology and Mathematics. <i>Employability Skills 2000+</i> blends and updates the Conference Board's highly successful 1992 <i>Employability Skills Profile</i> with another groundbreaking Conference Board skills list, <i>Science Literacy for the World of Work</i> , published in 1996. <i>Employability Skills 2000+</i> responds to the new reality that everyone needs both generic employability and science literacy skills for employment in today's world of work.	Download your pdf copy of <i>Employability Skills 2000+</i> from The Conference Board of Canada Web site: <a href="http://www.conferenceboard.ca/nbec">www.conferenceboard.ca/nbec</a>	Kurtis Kitagawa, Research Associate and Project Manager, Employability Skills Forum E-mail: <a href="mailto:kitagawa@conferenceboard.ca">kitagawa@conferenceboard.ca</a>	
	Czerneda, Julie E., and Susan Baker-Pound, <i>Career Connections Series III, Teacher Resource Bank</i> (Trifolium Books/Weigl Educational Publishers Limited, 1997) ISBN 1-895579-75-9	The teacher resource accompanying the <i>Career Connections Series</i> makes reference to some of the skills that are needed in various careers. Charts refer teachers to activities they can use to help students build such skills as decision making, problem solving, lifelong learning, critical reading and communications skills.			Tel: 416-213-1919, toll-free Ontario and Quebec (excluding Northwest Ontario): 1-800-387-0141; all other provinces and Northwest Ontario: 1-800-387-0172
	<i>Employability Skills: Creating My Future, Student Booklet and Instructor's Guide</i> (Scarborough: Nelson Canada, 1996) ISBN 0-17-604668-2 (Student) and ISBN 0-17-604665-8 (Instructor)	Examples show how teachers and students can develop skills in daily activities and suggest strategies to collect examples. This resource allows students to continually update their skills record and enables them to measure and judge their own growth and share their experiences with parents, teachers, counsellors and employers.	<a href="http://www.magi.com/~ccdffcac/cgcf/employability.html">http://www.magi.com/~ccdffcac/cgcf/employability.html</a>		To order, contact: Nelson Canada 1120 Birchmount Rd Scarborough, ON M1K 5G4 Tel: (416) 752-9448 1-800-268-2222 Fax: (416) 752-8101
	Haché, Lorraine; Dave E. Redekopp, et al., <i>Blueprint for Life/Work Designs</i> (Saint-Joseph: The National Life/Work Centre, January 2000)	Appendix D describes the kind of actions one would see when people demonstrate their skills.	<a href="http://www.lifeworks.ca">www.lifeworks.ca</a>		

JURISDICTION	PRODUCT	BRIEF DESCRIPTION	RELATED WEB SITE	CONTACT
<b>Commercial and Other Products</b>	Lang, Jim, <i>Make Your Own Breaks: Become an Entrepreneur and Create Your Own Future</i> (Toronto: Trifolium Books Inc., 1994) ISBN 1-895579-28-7 Also by Jim Lang, <i>A Guide for Instructors and Facilitators, Make Your Own Breaks: Become an Entrepreneur and Create Your Own Future</i> (Toronto: Trifolium Books Inc., 1996) ISBN 1-895579-92-9	Exercises help teachers and students develop teamwork, communication, organizational, goal-setting, problem-solving and other skills.		
	<i>Lifechoices: Careers</i> (Prentice-Hall, 1998), ISBN 0-13-244-211-6; Teacher's Guide, ISBN 0-13-244252-3	This magazine-style book helps students plan career paths, consider work options, make choices and pursue goals.		Contact: Milena Mazzolin Tel.: 1-888-867-7772
	Misener, Judi and Susan Butler, <i>Expanding Your Horizons: Career Development Guide</i> , 2nd ed. (Toronto: McGraw-Hill Ryerson Limited, 1999), ISBN 0-07-552866-5	Suggested activities help students develop the knowledge, skills and attitudes they need to make successful transitions to the world of work. A <i>Teachers' Guide</i> contains 54 blackline masters to help teachers develop students' employability skills and evaluate their progress and gives advice on how to use the book. ISBN 0-07-552867-3		
	Plue, Leo, <i>Teacher Adviser Groups: A Complete Program, Grades 7-8</i> (Irwin Publishing, 1999), ISBN 0-7725-2744X	This program contains 49 blackline masters with activities to help students develop self-confidence and empathy, build listening skills, set goals and make decisions.		E-mail: <a href="mailto:irwin@irwin-pub.com">irwin@irwin-pub.com</a>
	Plue, Leo, <i>Teacher Adviser Groups: A Complete Program, 9-11</i> (Irwin Publishing, 1999), ISBN 0-7725-27458	Over 50 tested activities help students make decisions about their courses, future goals, and other aspects of school life.		E-mail: <a href="mailto:irwin@irwin-pub.com">irwin@irwin-pub.com</a>







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