

# YOUR EES WORKBOOK

It's your turn! Here are some ways that GBC faculty teach/learn, practice and evaluate the 11 EES.

- ✓ Check the activities that interest you
- ✓ Scribble your own ideas

## Communication

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

- Create business communications (emails, memos, summaries)
- Journal or blog about a work-integrated learning experience
- Create investigative reports, journal articles, annotated bibliographies
- Role-play (job interview, client interview, conflict resolution)
- Interpret blueprints, charts, statistics in 'lay' language
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**EES #2** - Respond to written, spoken, or visual messages in a manner that ensures effective communication.

- Summarize information or observations (oral or written)
- Lead a Q&A session after a presentation
- Address customer complaints
- Create a concept map of main ideas in a reading or lecture
- Use field-related vocabulary in communications
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## Numeracy

**EES #3** - Execute mathematical operations accurately.

- Create a budget
- Estimate costs, volumes, weight, time, quantities, probabilities
- Take accurate measurements
- Convert data (fractions, percentages)
- Perform financial transactions (making change, paying bills, preparing invoices)

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## Critical Thinking and Problem Solving

**EES #4:** Apply a systematic approach to solve problems.

Conduct a needs assessment

Interview subject matter experts (actors, dancers, technicians, designers)

Design focus group sessions to improve community-based services/programs

Evaluate products and services based on relevant criteria

Examine the impact of research on preliminary assumptions

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

Track population demographics to determine future needs

- Examine industry trends to inform planning processes
- Provide evidence to counter opposing arguments
- Create something new by combining existing elements (fusion recipe, performance art)
- Invent a device, process or service to solve a problem
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## Information Management

**EES #6** - Analyze, evaluate, and apply relevant information from a variety of sources.

- Prepare a cost-benefit analysis for alternative products, services, venues, prescriptions, etc.
- Incorporate appropriate ingredients into new recipes
- Use social media to curate influential design
- Deliver services that address individual needs and preferences
- Determine a plan of action based on data collection
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**EES #7** - Locate, select, organize, and document information using appropriate technology and information systems.

- Conduct research online
- Create an e-portfolio to showcase best work
- Use spreadsheet applications to prepare financial documents
- Maintain the privacy and security of digital information
- Create and maintain an online professional profile
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## Interpersonal

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

- Present issues from multiple perspectives
- Interview someone from outside your own circumstances
- Share beliefs and values using an "I" perspective
- Evaluate the negative impact of stereotyping

Demonstrate international etiquette

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

Establish roles and responsibilities for a group project

Apply an inter-professional framework when working with others

Deliver effective peer feedback

Contact prospective employers to secure an informational interview

Use personal strengths to lead aspects of group projects

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## Personal

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

Create project schedules

- Categorize project tasks by order of completion, skill and/or complexity
- Delegate tasks among group members
- Generate inventory of resources
- Assess project progress and adjust as necessary to meet due dates
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**EES #11** - Take responsibility for one's own actions, decisions, and consequences.

- Contribute to online discussion boards
- Set and pursue personal and professional goals
- Self-evaluate group performance
- Select study strategies that accommodate personal learning preferences
- Access supports to regulate life stressors
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