

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

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
- _____
- _____

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)

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

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
- _____
- _____

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
- _____
- _____

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

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

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
- _____
- _____

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
- _____
- _____