

Objectives of the Lesson

Students will:

- Identify required skills for participation in the world of work
- Discuss the list of employability skills
- Identify their current skills
- Compare the two sets of skills
- Identify ways to improve the differences

Materials

- List of Employability Skills with definitions (**Handout #1**)
- My Current Workplace Skills (blank form) (**Handout #2**)

Instructional Plan

Overview

In this lesson, students will identify and discuss the types of workplace skills employers look for in employees. This list was compiled by employers to include professional, as well as personal qualities that are needed to be successful in the workplace. Students will list the current skills they possess and compare the two lists to determine the differences and identify ways to improve the gaps.

Process

Introduce the Lesson:

- Give background information on who created the list and why it was created
- Provide students with a list of the Employability Skills for the Workplace with definitions
- Discuss each skill with the students
- Ask students the debriefing questions listed below. (You may add your own)
- Discuss any additional questions the students may have

Sample Debriefing Questions

- Which of the listed skills do you currently possess?
- Are there skills listed that you would like to have?
- Why do you think these skills are important to the workplace?
- How will these skills influence how you perform daily work tasks?
- Have you witnessed a lack of these skills in a workplace?

Modifications for Different Levels

Lower Levels

- Simplify terminology
- Give examples
- Create flash cards: Some with skill terms and some with the definitions. Have students match terms to correct definition

Higher Levels

- Allow students to identify various occupations and discuss how each employability skill is important to that occupation.
- Ask students to research newspaper articles or online information about employability skills for the workplace and write an essay on their findings.

Assessments/Extensions

- Students will be given **Handout #3**, Employability Skills for the Workplace - Match the skill and terms
- Describe a previous job and the skills you developed or improved during the work experience.

Employability Skills for the Workplace

Handout #1

Employability Skills are those skills necessary for getting, keeping and being successful in a job. They also include attitudes that enable employees to get along with their co-workers, to make critical decisions, solve problems, develop respect and become overall great employees.

Below is a list of eight employability skills with definitions.

Employability Skill	Definition
Communication	The ability to get our message across to others productively
Teamwork	The ability to work in and understand the group process
Problem Solving	The ability to contribute to productive outcomes
Self-Management	The ability to set and review personal and professional goals that will lead to satisfaction and growth
Planning and Organizing	The ability to manage all tasks through planning
Technology	The ability and capacity to integrate technology into all workplace practices/duties
Lifelong Learning	The ability to reflect your learning style, learning needs and the learning needs of your workplace
Initiative and Enterprise	The capacity to adapt to new situations and apply a variety of solutions to achieve a positive outcome

My Current Employability Skills

Handout #2

Employability Skill	Yes, I have this skill	Needs Improvement	No, I do not have this skill
Communication			
Teamwork			
Problem Solving			
Self-Management			
Planning and Organizing			
Technology			
Lifelong Learning			
Initiative and Enterprise			

Employability Skills for the Workplace Match the Skills and Terms

Handout #3

Match the skill with the correct definition

- A. Self-Management
- B. Lifelong Learning
- C. Initiative and Enterprise
- D. Problem Solving
- E. Planning and Organizing
- F. Communication
- G. Technology
- H. Teamwork

1. _____ The ability to get our message across to others productively
2. _____ The capacity to adapt to new situations and apply a variety of solutions to achieve a positive outcome
3. _____ The ability to manage all tasks through strategic planning
4. _____ The ability to contribute to productive outcomes
5. _____ The ability and capacity to integrate technology into all workplace practices/duties
6. _____ The ability to set and review personal and professional goals that will lead to satisfaction and growth
7. _____ The ability to reflect your learning style, learning needs and the learning needs of your workplace
8. _____ The ability to work in and understand the group process