

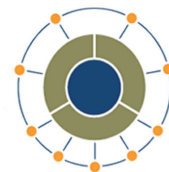
Employability Skills Framework

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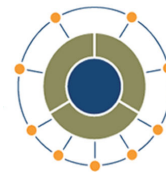
This training event is supported with federal funds as appropriated to the Florida Department of Education, Division of Career and Adult Education for the provision of state leadership professional development activities.



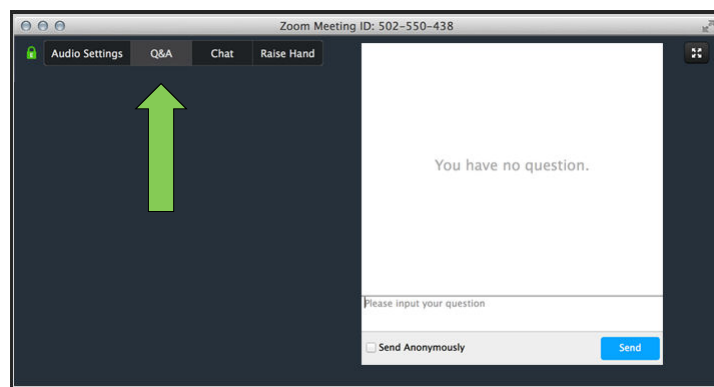
Ronald Allan Cruz, M.Ed.
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Hillsborough County Public Schools Adult Education
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Florida IPDAE



- I. Housekeeping Reminders
- II. Objectives
- III. Reflection Questions
- IV. Core Employability Skills
- V. The Employability Skills Framework
 - Applied Knowledge
 - Effective Relationships
 - Workplace Skills
- VI. Summary
- VII. Evaluation



- If you have question, please type it into the **Q&A** option.



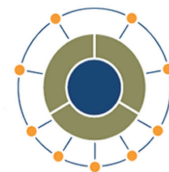
- Attendee microphones will be muted. You will be in **listen only** mode.
- Today's presentation is being **recorded** and it will be archived and available on the IPDAE website within 48 hours.




EMPLOYABILITY SKILLS

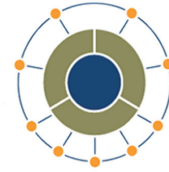



In what field do you see your students when you enter the workforce?



 Imagine you are at an interview, for your dream job....

How will you sell yourself to a potential employer?

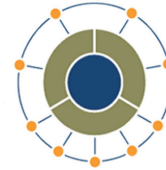


 What skills and traits you may see as important to sell to your students' potential boss may not be the same things they are looking for...

More importantly, the skills that you may be focusing on may not align with that perfect job your students are preparing for...



Is there a common set of core skills employers are looking for, regardless of employment level or workforce sector?



They are known by many names, soft skills, workforce readiness skills or career readiness skills, but they are more commonly referred to as...

EMPLOYABILITY SKILLS





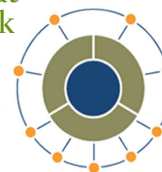
Tell me more about these core skills...

They are categorized into 3 broad categories:

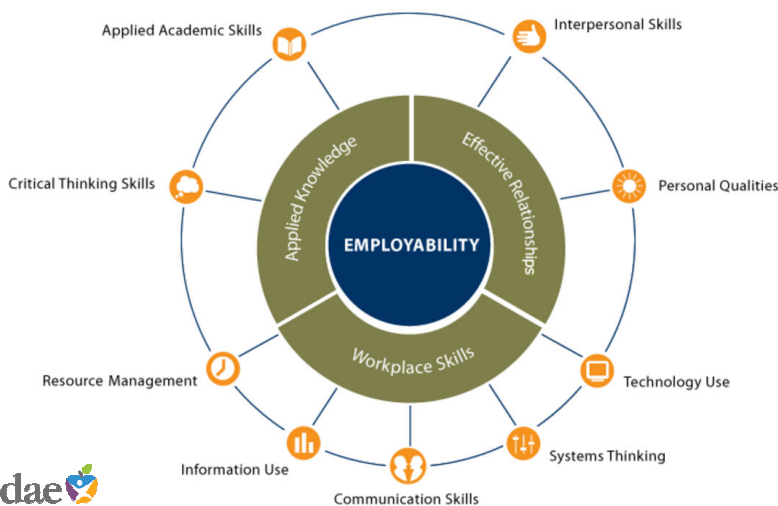
1. **Applied Knowledge** — the thoughtful integration of academic knowledge and technical skills, put to practical use in the workplace.
2. **Effective Relationships** — the interpersonal skills and personal qualities that enable individuals to interact effectively with clients, coworkers, and supervisors.
3. **Workplace Skills** — the analytical and organizational skills and understandings that employees need to successfully perform work tasks.



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The Employability Skills Framework



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The Employability Skills Framework

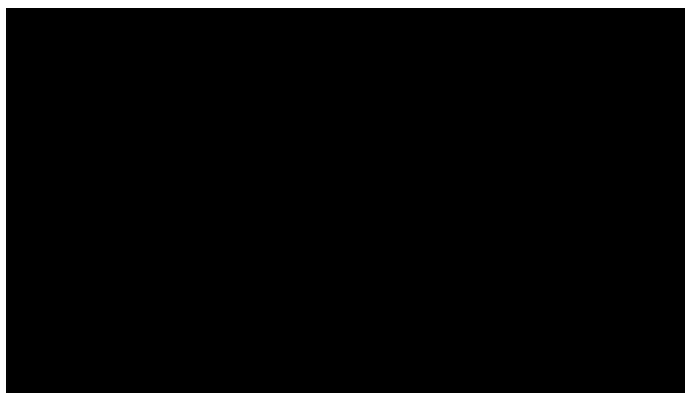
This framework was developed by the Perkins Collaborative Resource Network, under the direction of the U.S. Department of Education , Office of Career, Technical and Adult Education (OVAE) for students, educators, employers and policymakers to establish a common language to encompass the core set of skills needed to be successful in the workplace at all employment levels and in all sectors.



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Tell me why is this important...



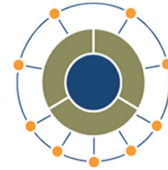
Applied Knowledge

Applied academic skills enable employees to put skills based on academic disciplines and learning—such as reading, writing, mathematical strategies and procedures, and scientific principles and procedures—to practical use in the workplace. They include:

- Uses reading skills
- Uses writing skills
- Uses mathematical strategies and procedures
- Uses scientific principles and procedures



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Applied Knowledge

Critical thinking skills enable employees to think critically and creatively in the context of their work, solve work-based problems, and make sound decisions at work. They include:

- Thinks critically
- Thinks creatively
- Makes sound decisions
- Solves problems
- Reasons
- Plans and organizes

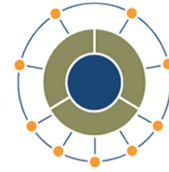


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Reflection:

Why do you think employers value critical thinking and applied academic skills?



Effective Relationships

Interpersonal skills enable employees to collaborate as a member of a team or work independently, as appropriate, and contribute to the overarching goals of the workplace. They include:

- Understands teamwork and works with others
- Responds to customer needs
- Exercises leadership
- Negotiates to resolve conflicts
- Respects individual differences



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Effective Relationships


Personal qualities include a set of behaviors and skills that enable employees to establish effective relationships and function appropriately in the workplace. They include:

- Demonstrates responsibility and self-discipline
- Adapts and shows flexibility
- Works independently
- Demonstrates a willingness to learn
- Demonstrates integrity
- Demonstrates professionalism
- Takes initiative
- Displays positive attitude and sense of self-worth
- Takes responsibility for professional growth



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Reflection:

 Why do you think effective relationships is crucial to the success of any employee?



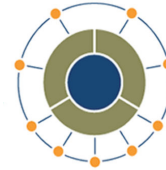
Workplace Skills

Communication skills enable employees to successfully perform work tasks by communicating effectively with others in multiple formats. They include:

- Communicates verbally
- Listens actively
- Comprehends written material
- Conveys information in writing
- Observes carefully



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Workplace Skills

Resource management skills enable employees to successfully perform work tasks by managing time and other resources. They include:

- Manages time
- Manages money
- Manages materials
- Manages personnel



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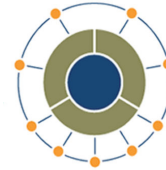
Workplace Skills

Information use skills enable employees to successfully perform work tasks by understanding, evaluating, and using a variety of information. They include:

- Locates information
- Organizes information
- Uses information
- Analyzes information
- Communicates information



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Workplace Skills

Systems thinking skills enable employees to successfully perform work tasks by understanding relationships among the components of a system. They include:

- Understands and uses systems
- Monitors systems
- Improves systems



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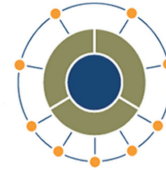
Workplace Skills

Technology use skills enable employees to successfully perform work tasks by applying information technology appropriately and effectively. They include:

- Understands and uses technology



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Reflection:

How can you improve your students' employability skills in school, on the job or while looking for a job?





Thank you for your participation.

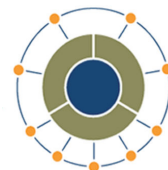
Allow this video from the World Economic Forum to cap this presentation.



Evaluation

Webinar Evaluation

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Thank You



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