Indiana Employability Skills

Grades 11-12

Mindsets (M) The established set of attitudes impacting self growth. M

1 **Lifelong Learning: Demonstrate willingness to work and learn, and continually apply new knowledge.**

1 Engage in a continuous learning process related to career goals while actively seeking out and participating in a work-, service-, or project-based learning experiences. 11-12.M.1

2 Demonstrate ability to find alternate strategies to overcome barriers and mistakes when completing projects or activities. 11-12.M.2

2 **Self-Confidence: Possess belief in own ability to succeed and assert self when necessary.**

3 Demonstrate confidence by taking risks to introduce new ideas or processes for work. 11-12.M.3

Work Ethic (WE) A set of values centered on the importance of doing work and reflected especially in a desire or determination to work hard. WE

3 **Self Discipline: Demonstrate self-control and behave in accordance with rules with minimal direction.**

1 Demonstrate integrity and self-control in work-, service-, or project-based learning experiences. 11-12.WE.1

4 **Independence: Successfully carry out expectations with minimal supervision.**

2 Complete tasks or activities with no prompting and minimal guidance. 11-12.WE.2

5 **Perseverance: Demonstrate endurance, and capacity to complete tasks.**

4 Demonstrate perseverance through work-, service-, or project-based learning experiences. 11-12.WE.4

6 **Time Management and Organization: Plan and organize long and short term goals while understanding how to balance school, home, and community activities.**

5 Clarify goals, develop a timeline, and determine most effective strategies to complete goals on time. 11-12.WE.5

7 **Adaptability Manage transitions and adapt to changing situations and responsibilities**

6 Apply coping strategies to mitigate stressful change while continuing to meet expectations at home, at school, and in the workplace. 11-12.WE.6

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ntegrity: Act in a trustworthy and honest manner.

7 Continue to practice responsible and ethical decision-making affecting personal and professional relationships, and consider the consequences of unethical decision-making. 11-12.WE.7

9 Professionalism: Use the appropriate skills and behaviors for personal and professional environments

8 Show professionalism by meeting expectations of promptness, attendance, being prepared, completing tasks, following policies, rules and regulations, and taking responsibility for creating a safe, positive work environment. 11-12.WE.8

Learning Strategies (LS) Processes and tactics students employ to aid in the cognitive work of thinking, remembering or learning. LS

10 Effective Communication: Apply skills to clearly, effectively and convincingly express ideas and messages to others appropriate to the environment.

1 Write a well-organized document using supporting data to clarify complex ideas, raise relevant questions, or solve problems using varied media formats. 11-12.LS.1

2 Apply effective speaking and listening to foster positive relationships and communicate key concepts to a variety of audiences. 11-12.LS.2

3 Deliver oral presentations using technology and professional etiquette to a variety of audiences. 11-12.LS.3

11 Aptitude Awareness: Identify and communicate individual interests and skills that align related coursework and experiences to potential career paths and to indemand occupations.

4 Evaluate how personal attitudes and values integrate into career choices. 11-12.LS.4

5 Acquire occupational-related skills through work-, service-, or project-based learning experiences. 11-12.LS.5

6 Understand the employment application and interviewing process, and develop effective interviewing techniques. 11-12.LS.6

7 Understand the importance of networking for enhancing achievement of education and career goals. 11-12.LS.7

12 Decision-Making: Utilize critical thinking skills and perspectives of others to make informed decisions based on options, rewards, risks, limits, and goals

8 Demonstrate skills in revising and extending career plans to meet postsecondary goals. 11-12.LS.8

9 Develop skills to assess career goals in terms of work conditions, benefits, and opportunities for advancement. 11-12.LS.9

10 Analyze potential solutions with a set of criteria including: the goal, previous knowledge and experience, diverse perspectives, and data. 11-12.LS.10

13 Initiative: Apply self-motivation and self-direction to work and learning.

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11 Participate in coursework, activities, jobs, and diverse experiences that directly contribute to attainment of career goals. 11-12.LS.11

14 Attention to Detail: Achieve thoroughness and accuracy when accomplishing a task.

12 Complete activities and assignments thoroughly and accurately. 11-12.LS.12

15 Problem Solving: Apply critical and creative thinking skills to resolve problems.

13 Generate solutions critiqued with reason, logic, and inferences about alternatives. 11-12.LS.13

14 Enhance creative thinking by integrating personal ideas from others. 11-12.LS.14

Social and Emotional Skills (SE) The process through which the knowledge, the attitudes, and the skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions is acquired. SE

16 Regulation: Recognize and manage one's emotions.

1 Show responsibility by acting in a professional, culturally responsive, and ethical manner. 11-12.SE.1

17 Connection: Demonstrate the ability to network with others through social awareness and cultural sensitivity.

3 Demonstrate a strong understanding of how other people might feel about an experience or situation. 11-12.SE.3

4 Feel empowered to advocate on behalf of themselves and others. 11-12.SE.4

18 Collaboration: Work well with others in a team.

5 Recognize the importance of diverse perspectives within communication and seek understanding. 11-12.SE.5

6 Find constructive solutions and work toward compromise. 11-12.SE.6