Iowa 21st Century Skills

Employability Skills: Grades 3, 4, 5

Adopted 2010

Communicate and work productively with others emphasizing collaboration and cultural awareness to produce quality work.

Work appropriately and productively with others.

- Set appropriate goals.
- Articulate thoughts and ideas clearly in writing and speaking.
- Demonstrate respectful behavior to group members.
- Exhibit appropriate behavior when faced with conflict.
- Identify strengths and weaknesses.
- Interact positively as a team member.
- Respect other's ideas.
- Cooperate with others in a group setting.
- Acknowledge quality efforts of self and others.

Use different perspectives to increase innovation and the quality of work.

- Generate ideas with group members.
- Recognize the opinions and feelings of others.
- Appropriately accept constructive feedback.

Use appropriate principles of communication effectively.

- Are active listeners.
- Use information to make decisions.
- Ask appropriate questions.
- Read, understand and create information in a variety of forms.
- Follow directions.
- Use technology to communicate.
- Use various channels of communication.
- Express ideas.

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dapt to varied roles, responsibilities, and expectations.

- Work well independently and with others.

understand the need to be flexible to change.	• Understand and accept mistakes as a natural part of learning. • Complete tasks and projects. • Identify the stages needed to complete a project or task. • Develop an awareness of effective strategies to improve project or task completion. • Listen with an open mind. • Accept and appreciate diversity.
	Works effectively in a climate of ambiguity and changing priorities. • Understand that change occurs frequently. • Demonstrate flexibility in adapting to change. • Recognize different levels of structure. • Work under pressure. • Understand the need to adapt to changing requirements and information. • Are open to change. • Understand how to approach handling conflict using a win-win perspective.
	Demonstrate appropriate risk-taking. • Consider alternative or new ways to complete tasks. • Identify alternative ways to achieve goals. • Understand when to ask 'What if?' • Approach brainstorming with an open mind. • Determine pros and cons of others' suggestions.
Practice leadership skills, and demonstrate integrity, ethical behavior, and social responsibility in all activities.	**Use interpersonal skills to influence and guide others toward a goal.** • Provide positive encouragement to others on their work. • Relate positively to others. • Understand methods to influence others towards goals. • Understand how to listen to others and to share own ideas. • Accept and offer constructive comments.
	Leverage the strengths of others to accomplish a common goal. • Demonstrate listening, speaking and questioning skills. • Work as a member of a team to complete tasks. • Acknowledge views and ideas of others. • Understand the value of compromise.
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	• Demonstrate trustworthiness and honesty. • Identify important core values.
	Demonstrate mental, physical, and emotional preparedness to accomplish the task. • Identify and organizes materials required for the task. • Show willingness to prepare and stays focused on task.
Demonstrate initiative, creativity, self-direction, and entrepreneurial thinking to produce successful outcomes.	**Perform work without oversight.** • Assess the task and identify actions that must be taken. • Understand cause-effect relationship in completing sequential steps. • Understand that incomplete work is not acceptable. • Understand the importance of self-confidence. • Know how to access resources. • Formulate solutions. • Demonstrate commitment to self/group/society.
	Use time efficiently to manage workload • Segment task into steps. • With guidance, create timelines to facilitate completion of tasks. • With guidance, prioritize steps in proper order.
	Assess mastery of skills. • Understand the task. • Identify skills needed to be successful at the task. • Know when to share knowledge appropriately.
	Set and achieve high standards and goals. • Understand and write incremental steps toward accomplishing goals. • Set short-term goals. • Engage in activities to improve skills that are relative to goals. • Explore core values of personal importance. • Evaluate progress toward accomplishing goals.
	Engage in effective problem solving process. • With assistance, transfer and make connections learning from one content area to another. • Understand the importance of key partners and resources in solving problems. • Evaluate the resources in context of the problem.

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- Apply problem solving techniques to various situations.
- Identify a course of action in order to solve the problem.
- Implement solution with follow-up.

Demonstrate productivity and accountability by producing quality work.

Deliver quality job performance on time.

- Produce quality work in a timely manner.
- Make revisions in work based on self-analysis and/or recommendations.
- Work with commitment to produce a quality product.
- Demonstrate ethical behavior and responsibility.

Demonstrate accountability for individual performance.

- Come to activities/work consistently and on time.
- Are prepared for all activities/work.
- Stay actively engaged when completing work.
- Are able to edit their work.
- Learn from mistakes.
- Are reliable co-workers in a group setting.