

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.

Adjust to various roles and responsibilities and

Adapt 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.

Demonstrate integrity and ethical behavior.

- Take responsibility for own actions.

- Demonstrate trustworthiness and honesty.
 - Identify important core values.
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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.
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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.
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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.
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Assess mastery of skills.

- Understand the task.
 - Identify skills needed to be successful at the task.
 - Know when to share knowledge appropriately.
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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.
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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.

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