

Employability Skills: Grades 6, 7, 8

Adopted 2010

Communicate and work productively with others, considering different perspectives, and cultural views to increase the quality of work.

Work appropriately and productively with others.

- Set and evaluate goals.
- Effectively communicate with group.
- Demonstrate respectful behavior to group member ideas and opinions.
- Manage and resolve conflict as appropriate.
- Understand roles in group interaction.
- Identify their own strengths and determines how their strengths will work toward the group goal.
- Contribute to a team by expressing ideas.
- Respect other's ideas in a group dynamic.
- Collaborate with others toward a common goal.
- Acknowledge own and other's good efforts.

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

- Gather input from all group members.
- Understand the opinions and feelings of others.
- Accept and provide feedback in a constructive and considerate manner.

Use appropriate principles of communication effectively.

- Listen to understand and appreciate the points of view of others.
- Listen to understand the ideas of others
- Process information in order to make an informed decision.
- Ask appropriate questions in seeking clarification.
- Read, understand and create information in a variety of forms.
- Follow directions.
- Contribute by expressing ideas.
- Use appropriate technology to communicate.
- Use appropriate channels of communication.

Adapt and adjust to various roles and responsibilities in an environment of change.**Adapt to varied roles, responsibilities, and expectations.**

- Work well independently and with a team.
- Accept and own mistakes as a part of learning.
- Carry out tasks and projects to completion.
- Understand that projects or tasks can be broken down into stages and assessed throughout.
- Identify effective strategies to improve project or task.
- Listen to other points of view.
- Accept and appreciate diversity.

Work effectively in a climate of ambiguity and changing priorities.

- Accept that change occurs frequently.
- Understand focus may need to change as circumstances in the situation change.
- Recognize the need for different levels of structure.
- Identify appropriate responses to stress.
- Adapt to changing requirements and information.
- Demonstrate openness and respond constructively to change.
- Understand conflict resolution from win-win perspective.

Demonstrate appropriate risk-taking.

- Embrace innovation.
 - Identify and suggest alternative ways to achieve goals.
 - Asks 'What if?'
 - Understand brainstorming as a free exchange of ideas.
 - Weigh pros and cons of others' suggestions.
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Demonstrate leadership, integrity, ethical behavior, and social responsibility in all environments.

Use interpersonal skills to influence and guide others toward a goal.

- Positively support the work of others.
 - Build relationships.
 - Understand roles and responsibilities needed to accomplish goals.
 - Use active listening and speaking skills.
 - Understand the benefits of constructive feedback vs. criticism.
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Leverage the strengths of others to accomplish a common goal.

- Communicate clearly.
 - Collaborate on structured tasks.
 - Show sensitivity to others' views and ideas.
 - Understand how to create consensus.
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Demonstrate integrity and ethical behavior.

- Take ownership for actions.
 - Demonstrate trustworthiness and honesty in all environments.
 - Demonstrate the use of core values.
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Demonstrate mental, physical, and emotional preparedness to accomplish the task.

- Keep own materials organized and gathers materials needed for the task.
 - Prepare for and focuses on the task with enthusiastic anticipation.
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Demonstrate initiative, self-direction, creativity, and entrepreneurial thinking while exploring individual talents and skills necessary to be successful.

Perform work without oversight.

- Assess the task and identify the priority/necessary actions to be taken.
 - Understand the task's relationship to greater goal.
 - Understand that incomplete work-- even if excellent--is not acceptable.
 - Understand the importance of self-confidence.
 - Find appropriate resources.
 - Implement solutions.
 - Demonstrate commitment to self/group/society.
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Use time efficiently to manage workload.

- Segment task into logical steps.
 - Build a timeline to facilitate completion of the task.
 - Prioritize steps in proper order.
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Assess mastery of skills.

- Analyze the task.
 - Identify the breadth of knowledge to be successful at a task.
 - Effectively share knowledge at appropriate times.
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Set and achieve high standards and goals.

- Identify incremental steps for acquiring goals.
 - Set short-term and long-term goals.
 - Create a written plan toward accomplishing goals.
 - Choose to engage in activities to improve skills that are relative to goals.
 - Demonstrate core values.
 - Evaluate progress and seek assistance to take corrective action when necessary when working toward accomplishing goals.
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Engage in effective problem solving process.

- Transfer learning from one content area to another.
 - Identify key partners and resources relevant to the situation/problem.
 - Evaluate and select the resources in context of the problem.
 - Implement the problem solving process, including identifying potential causes of problem.
 - Identify a course of action in writing with sequence of steps involved in order to solve the problem.
 - Implement solution.
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Demonstrate productivity and accountability while aspiring to meet high expectations.

Deliver quality job performance on time.

- Know that quality means meeting high expectations, including timeliness.
 - Make revisions based on self-analysis.
 - Work with commitment until the expectations are met.
 - Make needed adjustments to prevent problems.
 - Do not compromise ethical behavior and responsibility.
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Demonstrate accountability for individual performance.

- Demonstrate individual responsibility to be present and on time for all activities.
- Stay productive when completing work.
- Are willing to help others when own work is completed.
- Accept responsibility for and correct their errors.
- Learn from mistakes and creates solutions.
- Follow through with assigned work within a group.