

Employability Skills: Grades 9, 10, 11, 12

Adopted 2010

Communicate and work productively with others, incorporating different perspectives and cross cultural understanding, to increase innovation and the quality of work.

Work appropriately and productively with others

- Set goals
- Effectively communicate with group and stakeholders
- Demonstrate respectful behavior to group member ideas and opinions
- Manage and resolve conflict when appropriate
- Lead or support when appropriate
- Determine people's strengths and assign roles accordingly
- Contribute to a team by sharing information and expertise
- Agree to disagree in a respectful manner in a group dynamic
- Collaborate effectively with other teams/team members toward a common goal
- Recognize own and other's good efforts

Use different perspectives to increase innovation and the quality of work

- Gather input from all group members
- Capitalize on the diversity of group members
- Accept and provide feedback in a constructive and considerate manner

Use all the appropriate principles of communication effectively

- Listen to understand and appreciate the points of view of others
 - Listen for comprehension
 - Listen for decision making
 - Process information in order to make an informed decision
 - Ask appropriate questions in seeking clarification
 - Read, understand and create information presented in a variety of forms (e.g. words, charts, graphs, diagrams)
 - Follow directions
 - Express thoughts and ideas clearly and succinctly
 - Use appropriate technology to communicate
 - Use appropriate channels of communication (written, verbal, technical, visual)
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Adapt and adjust to various roles and responsibilities in an environment of change.**Adapt to varied roles, responsibilities, and expectations**

- Work independently or as a part of a team
 - Learn from mistakes and accept feedback
 - Carry out multiple tasks or projects
 - Continuously monitor the success of a project or task
 - Identify ways to improve project or task
 - Consider multiple perspectives and represents a problem in more than one way
 - Accept others; tolerant of differences
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Work effectively in a climate of ambiguity and changing priorities

- Cope with uncertainty; quickly and calmly change focus and goals as the situation requires
- Demonstrate a sense of comfort with lack of structure
- Remain composed and focused, even under stress
- Adapt to changing requirements and information
- Respond openly and constructively to change
- Approach conflict from win-win perspective

Demonstrate appropriate risk-taking

- Provides innovative and resourceful engagement
 - Identifies and suggests alternative ways to achieve goals
 - Asks "what if"
 - Brainstorms effectively
 - Questions assumptions in a non-confrontational manner
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Demonstrate leadership skills, integrity, ethical behavior, and social responsibility while collaborating to achieve common goals.**Use interpersonal skills to influence and guide others toward a goal**

- Positively support the work of others
 - Facilitate and delegate responsibilities to best accomplish goal(s)
 - Build relationships
 - Engage in the tasks to accomplish goal
 - Know when to listen and when to speak-up
 - Maintain an open mind
 - Provide constructive feedback
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Leverage the strengths of others to accomplish a common goal

- Communicate effectively
 - Collaborate effectively
 - Appreciate ideas of others
 - Facilitate compromise that can lead to group consensus
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Demonstrate integrity and ethical behavior

- Accept ownership for actions
 - Demonstrate trustworthiness and honesty
 - Make decisions based on important core values
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Demonstrate mental, physical, and emotional preparedness to accomplish the task

- Organize required materials in a readily accessible format.
 - Focus and become energized on the task objectives.
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Demonstrate initiative and self-direction through high achievement and lifelong learning while exploring the ways individual talents and skills can be used for productive outcomes in personal and professional life.

Perform work without oversight

- Assesses the situation and identify the priority/necessary actions to be taken
 - Understand the value of the task in relationship to greater goal
 - Understand that incomplete work-- even if excellent--is a failure
 - Model self-confidence
 - Know how to find and evaluate 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 with appropriate estimates of time
 - Build a timeline to facilitate completion of the task
 - Prioritize steps in proper order
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Assess one's own mastery of skills

- Understand the task
 - Identify the depth and breadth of knowledge to be successful at a task
 - Identify and utilize appropriate measure of knowledge
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Set and achieve high standards and goals

- Understand incremental steps for acquiring goals
 - Create a written plan
 - Set realistic goals that match aptitudes
 - Engage in activities to improve skills that are relative to goals
 - Demonstrate core values
 - Constructively evaluate progress and takes corrective action when necessary
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Engage in effective problem solving process

- Transfer learning from one domain to another
 - Identify partners and resources germane to the situation
 - Evaluate and select the best resources in context of the problem, and allocates them appropriately
 - Identify root cause of problem
 - Detail a course of action in writing with sequence of steps involved
 - Implement a solution and makes adjustments when there is need/opportunity for improvement
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Demonstrate productivity and accountability by meeting high expectations.

Deliver quality job performance on time

- Recognize and understand required standards needed for successful completion
 - Set goals and establish timelines to reach required standards
 - Establish assessment checkpoints throughout work processes
 - Identify quality control issues and makes needed adjustments to correct problems
 - Take initiative to see job completed without compromising quality
 - Reassess process on a regular basis to identify any opportunities for improvement
 - Demonstrate ethical behavior and works responsibly, reliably, and collaboratively with others
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Demonstrate accountability for individual performance

- Come to work regularly and is on time all of the time
- Stay productive when on the job
- Take initiative to help others when own work is completed
- Accept responsibility for errors and corrects errors
- Learn from mistakes
- Follow through with work assignments
- Demonstrate willingness to work overtime
- Demonstrate flexibility to crosstrain