

# 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

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**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

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**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

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**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