Employability Skills
Curriculum Overview

Designed for:
- High school students
- Post-secondary students
- Workforce development programs

Length:
This 19-30 hour curriculum is comprised of 19 lessons.

Goal:
To help participants learn and apply key soft skills needed for the workforce.

Synopsis:
Designed for use in any career and technical education course, this accompanying curriculum presents information and practice about 19 important employability skills. It was designed to educate participants about the necessity of soft skill development for getting, keeping and finding success in the workplace. The Employability Skills Program is a complete curriculum designed to give instructors ready-to-use lesson plans, PowerPoint presentations, with workplace scenario cards. The Student Workbook includes all of the hands-on, experiential learning activities in one convenient location. When students have completed the program, the workbook will be a handy guide for them to return to as a refresher in the future. Each lesson includes 2-4 activities where students apply the soft skill taught in that lesson.

This curriculum was aligned to many national employability skills standards and assessments.

Soft Skills Addressed:
- Communication
- Teamwork
- Problem Solving
- Critical Thinking
- Using Technology
- Time Management
- Interviews
- Motivation
- Work Ethic
- Listening
- Respect
- Responsibility
- Flexibility
- Interpersonal Skills
- Negotiation
- Networking
- Patience
- Presentation Skills
- Self-Confidence
- Stress Management

Curriculum Components:
- Teacher Guide
- Student Workbook – set of 20
- Microsoft PowerPoint Presentation Slides
- Workplace Scenario Cards – set of 19

Learning Objectives:

Communication
- Identify different types of communication
- Successfully practice written, verbal and nonverbal communication skills

Teamwork
- Identify characteristics of effective team
- Successfully practice working as a member of a team as well as a leader of a team
- Identify teamwork skills that they need to strengthen

Problem Solving and Critical Thinking
- Identify the seven steps to solving a problem effectively
- Practice solving work problems as an individual and as a member of a team
- Understand how the same problem-solving process works in many settings

Using Technology
- Understand how technology has changed on the job in the past century
- Successfully create a PowerPoint presentation, a basic Excel spreadsheet, and a blog using online research
- Take a self inventory of technical skills

Time Management
- Take a self inventory of time management skills and identify how to improve
- Learn to discern urgent tasks from important tasks and plan accordingly
- Identify common barriers to time management and how to overcome these barriers
- Complete a personal time study in order to meet personal goals

Interviews
- Understand the purpose of an interview
- Identify different types of interviews
- Prepare for and successfully experience a mock interview
- Be able to write a thank you letter

Motivation
- Define intrinsic vs. extrinsic motivation
- Complete a self-assessment to identify ways to increase self-motivation
- Identify a specific goal and ways to keep motivated to achieve the goal

Work Ethic
- Define 'work ethic'
- Understand how your work ethic applies in the workplace

Listening
- Understand how listening is different than hearing
- Practice active listening techniques

Respect
- Define 'respect'
- Take a personal self-assessment of respect and identify if improvement is needed
- Apply tips for increasing respect at work to various scenarios

Responsibility
- Understand the concept of responsibility to self and in various groups
- Take a personal self-assessment regarding responsibility
- Critique workplace case scenarios

Flexibility
- Understand the concepts of flexibility and adaptability
- Learn ways to show flexibility on the job
- Critique workplace case scenarios

Interpersonal Skills
- Understand what interpersonal skills are
- Take a personal self-assessment of interpersonal skills
- Apply interpersonal skills to work scenarios

Negotiation
- Understand the 5 steps to the negotiation process
- Learn tips to avoid and processes to try
- Apply the 5-step negotiation process to work scenarios

Networking
- Understand the process of networking and various channels available
- Learn to apply networking to the employment process
- Write a networking email seeking employment

Patience
- Understand the physical signs of impatience
- Learn to identify the root cause of impatience
- Identify ways to improve patience at work

Presentation Skills
- Learn how to deliver presentations more effectively
- Learn ways to enhance PowerPoint presentations
- Create and deliver a class presentation using the tips learned in this lesson

Self-Confidence
- Take a self-assessment to consider personal levels of self-confidence
- Learn ways to build self-confidence, especially at work
- Learn to use positive self-talk to build self esteem

Stress Management
- Learn to recognize the physical, emotional, and health-related signs of stress
- Research and report ways to manage stress successfully
- Learn to positively respond to stress