

Excellent

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Block 2B

Employability Action Plan

Skill Set/ Specific Skill	Activity e.g. course work, vacations work, school club or organization, volunteer work	Evidence Description of the circumstances in which the skill was or will be demonstrated
Personal Skills/	Flexibility	alter my schedule, allow others to help manage my time
Social Skills/	facilitating the group process	try to better understand others' ideas without criticism
Communication Skills/	thinking on your feet	quickly respond to others and understand and communicate in unexpected situations.
Organizational Skills/	Handling stress	breathing, relaxing, listening to music, completing work early
Team Skills/	Facilitating discussion	be the first to start conversation, expand off of small talk
Leadership Skills/	resolving conflict	help others talk through their problems and do so myself
Technical Skills/	*all of the above *	learn from observing and asking classmates questions
Decision Making Skills/	evaluating outcomes	look to the possible future and decide which route is more effective and has a better outcome
Analytical Skills/	math reasoning	work harder to understand how math works and practice real-life situations involving math
Management Skills/	Setting priorities	complete homework first. Choose family first and get off of electronics more.
Processing Skills/	comparing and contrasting	find best option, idea, information... decide what's most valuable in life & why
Problem Solving Skills/	Use multiple approaches	find new ways to do things and try them out even if they don't end up working

Choose one skill from each skill set on the Employability Skills Sort Project. For each skill, list an activity where you will use the skill and a description of how you will demonstrate it. Do not just choose skills you have already mastered, but those you need to practice also. The object of this assignment is to help you choose skills that you need to strengthen in order to obtain a job.