

Excellent

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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/	Dependability	go to more FBLA meetings, and arrive on time.
Social Skills/	Interpersonal Skills	work with new people and give and take ideas
Communication Skills/	Making Presentations	be more confident in front of people
Organizational Skills/	Project Management	Plan out projects and do them in pieces instead of last minute
Team Skills/	Facilitating Discussion	talk out ideas + consider everyone's ideas
Leadership Skills/	Motivating	get my group excited about the job and push us forward
Technical Skills/	Software Skills	Completed microsoft office + Powerpoint certification test
Decision Making Skills/	Evaluating Outcomes	Think about the end result rather than right now effect
Analytical Skills/	Budgeting	Think about saving money rather than spending it
Management Skills/	Meeting Deadlines	make a plan and stick to it manage time + get things turned in on time.
Processing Skills/	Following Procedures	staying on topic + following the rules given
Problem Solving Skills/	Evaluating Cost + Benefit	find out how to get the most with the least

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.