

# Employability Action Plan

<b>Skill Set/ Specific Skill</b>	<b>Activity</b> e.g. course work, vacations work, school club or organization, volunteer work	<b>Evidence</b> Description of the circumstances in which the skill was or will be demonstrated
<b>Personal Skills/</b>		
<b>Social Skills/</b>		
<b>Communication Skills/</b>		
<b>Organizational Skills/</b>		
<b>Team Skills/</b>		
<b>Leadership Skills/</b>		
<b>Technical Skills/</b>		
<b>Decision Making Skills/</b>		
<b>Analytical Skills/</b>		
<b>Management Skills/</b>		
<b>Processing Skills/</b>		
<b>Problem Solving Skills/</b>		

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.