

#9317

NECESSARY SKILLS FOR THE WORKPLACE: WHAT YOUR MOTHER NEVER TOLD YOU ABOUT PREPARING FOR A JOB

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Grade Levels: 10-13+

33 minutes

1 Instructional Graphic Enclosed



DESCRIPTION

What job skills are employers looking for? The transition to employment depends on the skills you have or can develop. Fundamental skills include: the basics (reading, writing/communication, math); thinking and problem-solving skills; personal qualities (positive attitude, honesty, dependable, etc.); people skills; technical skills; resource management skills; and more.

ACADEMIC STANDARDS

Subject Area: Self-Regulation

- Standard: Performs self-appraisal
 - Benchmark: Identifies personal styles
 - Benchmark: Performs analysis of employability
 - Benchmark: Summarizes personal educational background
 - Benchmark: Summarizes personal work experience
 - Benchmark: Identifies desired future accomplishments

Subject Area: Life Work

- Standard: Makes general preparation for entering the work force
 - Benchmark: Analyzes a current job and its future possibilities
 - Benchmark: Establishes an explicit career action plan
 - Benchmark: Makes an accurate appraisal of prior work experience, career goals, personal character, job references, and personal aptitudes

Subject Area: Working With Others

- Standard: Contributes to the overall effort of a group
 - Benchmark: Contributes to the development of a supportive climate in groups

INSTRUCTIONAL GOALS

1. To develop skills necessary for certain jobs.
2. To identify personal employable skills.
3. To illustrate personal talents and qualities.
4. To review skills needed for the workplace today and in the future.

VOCABULARY

1. **Adaptive skills** help you to adjust to new situations. Getting along well with other people, for example, is an adaptive skill that will help you move successfully into a new job.
2. **Transferable skills** can be taken with you from one job or career to another. For example, ability to give effective sales presentations is a skill that is transferable.
3. **Job-Specific skills** are required for a particular job or occupation. These are skills that are normally learned through training and experience. Job-specific skills are operating a bulldozer, styling hair, or drawing a blueprint.

AFTER SHOWING

Applications and Activities

1. Identify and assess your personal skills. (See INSTRUCTIONAL GRAPHICS.)
2. Using the skill-specific words as defined in the vocabulary section, list your skills, as identified in #1, in the proper category. Some skills may suit more than one category. For instance, a Job-specific skill like drawing a blueprint may also be Transferable in some situations, such as in interior design.
3. Write a paragraph or a story that showcases (illustrates) your many skills, talents, and personal qualities. The idea is to give examples of why you have the skills you do. Describe past experiences, volunteer activities, training, or job functions that provided these skills. Tell about specific situations where a skill or talent was exceptional.
4. Divide into teams of four or five. Share stories with others on your team. List the personal traits, professional qualities, skills, and abilities that your teammates have. Select one person to share his/her story with the rest of the class.

SUMMARY

Some skills that are required in the workplace change about as fast as computer upgrades! Others are skills necessary for most jobs. The key is to develop the skills that can be adapted for the 21st-century workplace. The average worker changes jobs five times during his or her lifetime; this number may increase as people live and work longer.

The Secretary of the Department of Labor met with employers to determine the skills needed for the workplace today and in the future. The result was the SCANS Report—or the Secretary's Commission to Achieve Necessary Skills. This report, along with current job trends, is the basis for this video. *Job Skills* are those skills that make one employable. Skills included are basics—reading, math, and communication; critical thinking and problem solving; personal qualities—positive attitude, honesty, enthusiasm; people skills—teamwork and getting along; resource management—time and money; ability to process information and improve performance; technical skills—set up and operate equipment.

RELATED RESOURCES



Captioned Media Program

- How to Succeed on the Job #9253
- The Quality Worker #9495



World Wide Web

The following Web sites complement the contents of this guide; they were selected by professionals who have experience in teaching deaf and hard of hearing students. Every effort was made to select accurate, educationally relevant, and "kid safe" sites. However, teachers should preview them before use. The U.S. Department of Education, the National Association of the Deaf, and the Captioned Media Program do not endorse the sites and are not responsible for their content.

• TEN IN-DEMAND JOB SKILLS

<http://editorial.careers.msn.com/articles/skills/>

Skills you develop depend upon your interests, abilities and aptitudes, resources and career goals. Lists 10 skills that the U.S. Department of Labor says are on employers' wish lists and that will be useful in advancing your career.

• YOUR JOB SKILLS PORTFOLIO: GIVING YOU AN EDGE IN THE MARKETPLACE

http://www.quintcareers.com/job_search_portfolio.html

A job skills or career portfolio is a job-hunting tool that you develop that gives employers a complete picture of who you are: your experience, education, accomplishments, skill sets, and what you have the potential to become. Provides elements in developing a personal portfolio.

• IMPROVING YOUR JOB SKILLS AS A TEENAGER

<http://www.bygpub.com/books/tg2rw/jobskills.htm>

Have you ever wondered why you make minimum wage? Why do other people make \$20, \$50, or more an hour? What determines your value in the job market and how can you increase your value? Answers and provides tips to these and other questions.

INSTRUCTIONAL GRAPHICS

- ASSESS YOUR SKILLS

Assess Your Skills

Some jobs require a variety of skills, while others require limited skills. *Everyone has skills*; you need to determine the skills that you have that will help you find the right job for you.

Directions: Mark with an "X" on the line to indicate the extent of skill you have in each category. The numbers below the lines represent your skill level in each area. Zero (0) and 1 are the least skillful; 9 and 10 mean that you are very skilled. Average skill in an area falls in the 4, 5, and 6 range. Then, list the specific skills you have in each category.

Accounting skills (spreadsheets, bookkeeping, etc.)

0	1	2	3	4	5	6	7	8	9	10

Technical/Computer/Word processing skills (can operate 3 or more programs, troubleshooter, etc.)

0	1	2	3	4	5	6	7	8	9	10

Math skills

0	1	2	3	4	5	6	7	8	9	10

Systems skills (can see--"visualize"--the end result, monitor progress, and improve performance)

0	1	2	3	4	5	6	7	8	9	10

Resource management skills (manage time, energy, money, people)

0	1	2	3	4	5	6	7	8	9	10

Interpersonal skills (work well with people, team player, can resolve conflict situations, etc.)

0	1	2	3	4	5	6	7	8	9	10

Critical thinking/Problem solving skills

0	1	2	3	4	5	6	7	8	9	10

Communication skills: Verbal

0	1	2	3	4	5	6	7	8	9	10

Communication skills: Reading/Writing

0	1	2	3	4	5	6	7	8	9	10

Communication skills: Listening

0	1	2	3	4	5	6	7	8	9	10

List specific skills you have in each of the categories. (For example, if you placed an "X" on 9 in *Critical thinking skills*, you may be good at making decisions and arriving at solutions to problem situations.)
