EMPLOYABILITY SOFT SKILLS COURSE OVERVIEW

MajorClarity

General Employability / Soft Skills

National Technical Honor Society

The Employability Skills micro-credential was built in partnership with the National Technical Honor Society to exclusively offer MajorClarity users a free course covering the foundational knowledge and competencies of soft skills and general employability skills for students. Soft skills are an essential part of Career & College Readiness and helping prepare students for a successful future.

Course Length: 3-4 Hours
Status: Started
Partner: National Technical Honor Society

Course Description

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- **Partner**: National Technical Honor Society
- **Target Audience**: Grades 9-12
- **Course Length**: 3-4 Hours

Core Competencies

CATEGORY	#	COMPETENCY	SUBCOMPETENCY
Intrapersonal Skills	1	Mindsets	1.1 Growth Mindset
			1.2 Professionalism
			1.3 Ownership & Initiative
	2	Character Traits	2.1 Adaptability
			2.2 Perserverance & Grit
			2.3 Self-awareness & Regulation
			2.4 Workplace Ethics
Cognitive Skills	3	Critical Thinking Skills	3.1 Problem-solving
			3.2 Decision-Making
	4	Resource Management Skills	4.1 Organization & Goal Setting
			4.2 Time & resource management
			4.3 Systems Awareness
Interpersonal Skills	5	Communication Skills	5.1 Observant Participant
			5.2 Articulate Speaker
			5.3 Effective writer
	6	Collaboration Skills	6.1 Empathy & Social Awareness
			6.2 Assertiveness
			6.3 Networking
			6.4 Conflict Management
			6.5 Team Player

Suggested Use Cases

- Incorporate into high school career prep/planning courses such as:
  - Career Investigations
  - Education for Employment (EFE)
- Embed into first level courses for pathway sequences that culminate in industry placements, such as:
  - Teachers for Tomorrow I (pre-req to feeder school practicum placement in TFT II)
  - Culinary Arts I (pre-req to practicum experience)
- Preparation and/or a pre-requisite for students interested in school-specific WBL opportunities or electives
- Consider incorporating as a unit in all English 12 courses, especially post-AP/state testing window

EMPLOYABILITY SOFT SKILLS COURSE OVERVIEW

Course Outline

INTRODUCTION
- Navigating the Course
- What are Employability Skills?

GROWTH MINDSET
- Understanding Self-Efficacy Part 1
- Understanding Self-Efficacy Part 2
- Self-Efficacy And Personal Success
- Professional Growth
- Maintaining Your Credentials
- Update Your Portfolio

PROFESSIONALISM
- Dressing for Success
- Workplace Conduct
- Social Media Do's and Don'ts

OWNERSHIP AND INITIATIVE
- Taking Ownership
- Deliverables and Outcomes
- Dependability
- Barriers to Productivity

ADAPTABILITY
- Managing Transitions
- Responding to Changes
- Accepting Feedback

PERSEVERANCE AND GRIT
- Maintaining goal-directed action
- Identifying Impact of Perseverance

SELF-AWARENESS AND REGULATION
- Understanding Personal Strengths
- Connecting Strengths w/Career Paths
- Impact of Emotional States

WORKPLACE ETHICS
- Organizational Policies
- Supervision Structure
- Documentation

PROBLEM SOLVING
- Identify The Problem
- Gather Data
- Analyze Data
- Identify Trends
- Develop and Propose Solutions

DECISION MAKING
- Decision Making

ORGANIZATION, GOAL SETTING AND TIME MANAGEMENT
- Develop Goals
- Plan and Prioritize
- Plan Regularly
- Monitor Progress

SYSTEMS AWARENESS
- Understanding Organizational Systems
- Improvements to Organizational Systems

OBSERVANT PARTICIPANT
- Nonverbal Communication
- Active Listening
- Being A Keen Observer

ARTICULATE SPEAKER
- Know Your Audience
- Get To The Point
- Speak Clearly

EFFECTIVE WRITER
- Writing In The Workplace
- Who Are You Writing For?

EMPATHY AND AWARENESS
- Different Viewpoints
- Understanding Others
- The Importance of Empathy

ASSERTIVENESS
- Be Assertive
- Assertiveness & Outcomes

NETWORKING
- Developing Relationships
- Utilizing Relationships

CONFLICT MANAGEMENT
- Conflict Management Styles
- Conflict Resolution & Outcomes

TEAM PLAYER
- Healthy Team
- Building Connections
- Contributing To Team Goals
- Roles & Team Structure

FINAL ASSESSMENT
- Final Assessment
- Congratulations!