

SECOND STEP

Fourth Grade



The [Indiana Employability Skills Standards](#) provide students with support and preparation for the ever-changing needs of today's workforce beginning in kindergarten and progressing through grade twelve. The standards are based on the National Employability Skill Standards from the Office of Career, Technical, and Adult Education (OCTAE), the Indiana Department of Workforce Development's Employability Skills Benchmarks, the Governor's Work Ethic Certificate, and the Indiana Department of Education's Social Emotional Learning Competencies. The standards are arranged within four key areas: [Mindsets \(M\)](#), [Work Ethic \(WE\)](#), [Learning Strategies \(LS\)](#), and [Social and Emotional Skills \(SE\)](#). (IDOE, 2019)

The Indiana Employability Skills Standards are supported through grade-level curriculum maps and a selection of curriculum materials to support these maps, including *Second Step Elementary*. These curriculum maps and materials are aligned to the Indiana Academic standards while also meeting the needs of all learners. Therefore, the Noblesville Schools' curriculum is constantly undergoing periodic and systematic analysis and revision.

Do you Have The Skills Indiana's Employers Are Searching For?

INDIANA EMPLOYERS WANT HIGHLY-SKILLED EMPLOYEES. DEVELOPING THESE 18 Employability Skills CAN HELP YOU LAND YOUR DREAM JOB!

- MINDSETS**
 - Lifelong Learning**: Demonstrate willingness to work and learn, and continually apply new knowledge.
 - Self-Confidence**: Possess belief in own ability to succeed and assert self when necessary.
- WORK ETHIC**
 - Self-Discipline**: Successfully carry out expectations with minimal supervision.
 - Independence**: Demonstrate self-control and behave in accordance to rules with minimal direction.
 - Perseverance**: Demonstrate endurance and capacity to complete tasks.
 - Time Management & Organization**: Plan and organize long and short term goals while understanding how to balance school, home, and community activities.
 - Integrity**: Act in a trustworthy and honest manner.
 - Adaptability**: Manage transitions and adjust to changing situations and responsibilities.
 - Professionalism**: Demonstrate skills and behaviors appropriate for school and work.
- LEARNING STRATEGIES**
 - Effective Communication**: Apply effectively, effectively, and convincingly express ideas and messages to others appropriate to the environment.
 - Decision-Making**: Utilize critical thinking skills and perspectives of others to make informed decisions based on options, rewards, risks, limits, and goals.
 - Attention to Detail**: Achieve thoroughness and accuracy when accomplishing a task.
 - Apptitude Awareness**: Identify and communicate individual interests and skills that align coursework and experiences to potential career paths and to in-demand occupations.
- INITIATIVE**: Apply self-motivation and self-direction to work and learning.
- PROBLEM SOLVING**: Apply critical and creative thinking skills to solve problems.
- Connection**: Demonstrate the ability to network with others through social awareness and cultural sensitivity.
- REGULATION**: Recognize and manage one's emotions.
- Collaboration**: Work well with others in a team.

SOCIAL & EMOTIONAL SKILLS

Want to learn more?
www.employabilityskills.in.gov

SECOND STEP

Fourth Grade

Second Step



The *Second Step* units serve as the curriculum materials for all fourth grade learners and are aligned with [Indiana’s Employability Skills Standards \(3-5\)](#).

Table 1: Fourth Grade Units for Second Step: Unit 1 - Empathy and Skills for Learning

Second Step Unit 1: Empathy and Skills for Learning Lesson Overview	Second Step Learning Outcomes Learners will...
Empathy and Respect	Define respect. Define empathy.
Listening with Attention	Demonstrate listening with attention skills.
Being Assertive	Identify passive, aggressive, and assertive responses.
Respecting Similarities and Differences	Identify clues that help them recognize other people’s feelings. Identify similarities and differences between how two people feel.
Understanding Complex Feelings	Identify multiple feelings given a scenario. Give possible reasons for multiple feelings.
Understanding Different Perspectives	Identify different perspectives in given scenarios.
Conversation and Compliments	Identify components of a successful conversation. Demonstrate giving and receiving a compliment.
Joining In	Identify skills for joining a group. Demonstrate skills for joining a group.

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Second Step Unit 1: Empathy and Skills for Learning Lesson Overview	Second Step Learning Outcomes Learners will...
Showing Compassion	Demonstrate expressing concern or showing compassion for someone.

Table 2: Fourth Grade Units for Second Step: Unit 2 - Emotion Management

Second Step Unit 2: Emotion Management Lesson Overview	Second Step Learning Outcomes Learners will...
Introducing Emotion Management	Describe what happens in their brains and bodies when they experience strong emotions.
Managing Strong Feelings	Demonstrate the ability to interrupt escalating emotions. Identify and name strong feelings.
Calming Down Anger	Identify situations in which they might need to calm down. Demonstrate the technique for deep, centered breathing. Identify and demonstrate other Ways to Calm Down (counting, breathing, positive self-talk).
Managing Anxiety	Identify signs of anxiety. Apply what they've learned about calming down to anxiety-provoking scenarios, including academic challenges.
Avoiding Jumping to Conclusions	Identify emotion management strategies. Demonstrate assertive skills. Identify and demonstrate positive self-talk statements.

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Second Step Unit 2: Emotion Management Lesson Overview	Second Step Learning Outcomes Learners will...
Handling Put-Downs	Identify strategies for handling put-downs. Demonstrate what they've learned about strategies for calming down.

Table 3: Fourth Grade Units for Second Step: Unit 3 - Problem Solving

Second Step Unit 3: Problem Solving Lesson Overview	Second Step Learning Outcomes Learners will...
Solving Problems (part 1)	Recall the S (Say the problem step of the problem-solving steps. State a problem without blaming anyone.
Solving Problems (part 2)	Generate safe and respectful solutions to a problem. Identify consequences of potential solutions. Select an appropriate solution to a problem.
Making a Plan	Explain the purpose of making a plan. Create a three-step plan to carry out a solution to a problem.
Taking Responsibility	Demonstrate problem-solving steps. Demonstrate acknowledging mistakes and offering an apology.

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Second Step Unit 3: Problem Solving Lesson Overview	Second Step Learning Outcomes Learners will...
Dealing with Peer Pressure	Demonstrate using assertiveness skills to resist peer pressure. Demonstrate using the problem solving steps to figure out ways to resist peer pressure.
Reviewing	Identify skills and concepts used in solving problems.