



EMPLOYABILITY SKILLS

A Life Skills Course

The vast majority of employers value professional skills such as effective communication, time management, and problem solving – commonly known as employability skills – just as much, if not more than technical skills in a potential candidate. Employability skills can often make the difference for an individual's long-term job retention, promotion, and career success.

Developed to PowerUP
Montgomery County
students' abilities to plan
for their future.





BENEFITS TO STUDENTS:

- Vital skills training and dynamically-generated skills certificate
- Behavioral, experiential and knowledge-based validation
- Available online for anytime, anywhere access
- Self-paced learning program

BENEFITS TO PROVIDERS:

- Comprehensive, SaaS-based curriculum
- Aligned to in-demand skills for employers
- Custom program portal
- Monitor participant success in real-time
- Courses are equivalent to one high school credit

MULTIPLE PATHWAYS TO SUCCESS

This course provides three distinct methods of mastery:

- Understanding
- Experiential
- Behavioral

Students are able to certify in one or multiple pathways, allowing them to leverage the expertise they have already obtained. And, because each certificate clearly identifies the path selected, participants will stand out from the crowd during their next job interview and can quickly demonstrate their level of skill proficiency.

THE MOST IN-DEMAND SKILLS

The skills covered align to the US Department of Labor's "Skills to Pay the Bills" curriculum, as well as the top skills identified by employers across the country. The basic structure of the program is comprised of online, hands-on, engaging activities that focus on key skill areas including:

- Career Readiness
- Communication
- Teamwork
- Networking
- Professionalism
- Decision Making
- Work Ethic
- Self-confidence
- Time Management
- Goal-setting
- Perseverance
- Enthusiasm & Attitude
- Problem Solving & Critical Thinking
- Accepting & Learning from Criticism
- Flexibility & Adaptability
- Working Under Pressure

COURSE DESCRIPTION

This course provides students a sustainable practice of basic Employability Skills that include but aren't limited to professional ethics, teamwork, networking, professional best practices, and problem solving. Upon successful completion of this course, students receive an Employability Skills Certificate that guarantees they are qualified in these skills.

In this course, students learn about key skills that employers are looking for in an employee. They will look at careers and find what is interesting and fits their skills, personality, and abilities. Students will examine what is necessary in effective communication. They will learn about positive and negative attitudes and enthusiasm. Students will also examine failures and how overcoming failures can improve attitudes and self-esteem. They will finally discuss teamwork – its strengths, weaknesses, and importance.

In addition, each course has the following optional sections, allowing the student to reflect on what they've learned, and to put it into practice through presentation and verification of skills knowledge.

Optional Section: Experiential Application

- Activity: Work / Life Experience Verification
- Activity: Connections between Skills & Experience – Presentation
- Activity: Experiential Skills Reflection

Optional Section: Behavioral Application

- Activity: Behavioral Observation Verification of Skills

Syllabus effective as of 2016

COURSE OUTLINE

Unit 1 What is Career Readiness?

Required Section: Skills Knowledge

Introductory Activity

Lesson 1.1: What is Career Readiness

Activity: Know, Want, and Learn about Career Readiness

Lesson 1.2: Intro to Career Readiness

Activity: The Difference Between Hard & Soft Skills

Lesson 1.3: Skill Levels

Activity: Describing Different Skills

Lesson 1.4: Career Clusters

Activity: Student Interest Survey

Lesson 1.5: Review of Career Readiness

Activity: Career Portfolio

Unit 1 Quiz

Unit 2 Communication

Required Section: Skills Knowledge

Introductory Activity

Lesson 2.1: Written & Verbal Communication

Activity: Vocabulary Practice

Lesson 2.2: Communication Skills

Activity: What is your Point?

Lesson 2.3: Conversations

Activity: Practicing Conversations & Positive Rephrasing

Lesson 2.4: Interview Preparation

Activity: Job Shadowing

Lesson 2.5: Resume & Cover Letter

Activity: Resume & Cover Letter Practice

Unit 2 Quiz

Unit 3 Enthusiasm & Attitude

Required Section: Skills Knowledge

Introductory Activity

Lesson 3.1: Positive Attitude in the Workplace

Activity: How is Your Attitude?

Lesson 3.2: Attitude Makes a Difference

Activity: Attitude Inventory & Action Plan

Lesson 3.3: Failure

Activity: Making Failure Work – Journaling

Lesson 3.4: Work Ethic

Activity: What is a Work Ethic?

Lesson 3.5: Attitude Makes a Difference

Activity: Attitude & Enthusiasm Newsletter

Unit 3 Quiz

Unit 4 Teamwork

Required Section: Skills Knowledge

Introductory Activity

Lesson 4.1: Intro to Teamwork

Activity: Practicing Teamwork

Lesson 4.2: What is Teamwork?

Activity: Inventory of Teamwork Skills

Lesson 4.3: How to be a Team Player

Activity: Teamwork Journal

Lesson 4.4: Team Strengths & Weaknesses

Activity: Analyzing Your Team's Strengths & Weaknesses

Lesson 4.5: Teamwork

Activity: Know, Want, and Learn about Teamwork

Unit 4 Quiz

Final exam

COURSE OUTLINE

Unit 1 Networking

Required Section: Skills Knowledge

Introductory Activity

Lesson 1.1: Intro to Job Networking

Activity: Job Networking Strategies

Lesson 1.2: Cultural Diversity

Activity: Understanding Cultural Diversity

Lesson 1.3: Internships

Activity: Networking for Internships

Lesson 1.4: Informational Interviews

Activity: Conducting an Informational Interview

Lesson 1.5: Social Networking

Activity: Intro to LinkedIn

Unit 1 Quiz

Unit 2 Problem Solving & Critical Thinking

Required Section: Skills Knowledge

Introductory Activity

Lesson 2.1: Critical Thinking & Problem Solving

Activity: Solving Problems Practice

Lesson 2.2: Critically Thinking Employees

Activity: How to be a Critically Thinking Employee

Lesson 2.3: Criticism

Activity: Workplace Situation: Criticism

Lesson 2.4: STAR: Situation, Task, Action, Result

Activity: Thinking on your feet using STAR skills

Lesson 2.5: Perception & Conflict

Activity: Illustrating Conflict

Unit 2 Quiz

Unit 3 Professionalism

Required Section: Skills Knowledge

Introductory Activity

Lesson 3.1: Definitions of Professionalism

Activity: Understanding Professionalism

Lesson 3.2: Qualities of Professionalism

Activity: Professionalism Rules

Lesson 3.3: Generational Teamwork

Activity: Generation Reflections

Lesson 3.4: Being a Team Player

Activity: Ratings Analysis

Lesson 3.5: Professionalism as a Skill

Activity: Professionalism Presentation

Unit 3 Quiz

Unit 4 Decision Making

Required Section: Skills Knowledge

Introductory Activity

Lesson 4.1: Decision Making Strategies

Activity: Strategy Summaries

Lesson 4.2: Decision Making Skills

Activity: Critical Decision Questions

Lesson 4.3: Consequences

Activity: Consequence Questions

Lesson 4.4: Thinking for Success

Activity: Win-win Scenarios

Lesson 4.5: Long-term Goals

Activity: Personal Mission Statement

Unit 4 Quiz

Final exam

COURSE OUTLINE

Unit 1 Work Ethic

Required Section: Skills Knowledge

Introductory Activity

Lesson 1.1: Moral Beliefs

Activity: Survey of Moral Beliefs

Lesson 1.2: A Strong Work Ethic

Activity: Workplace Dilemma Factors

Lesson 1.3: Integrity

Activity: Ethics Goals

Lesson 1.4: Hard Working Countries

Activity: Research Essay

Lesson 1.5: Demonstrating Work Ethic

Activity: Illustrate Ethical Behavior

Unit 1 Quiz

Unit 2 Self Confidence

Required Section: Skills Knowledge

Introductory Activity

Lesson 2.1: Intro to Self Confidence

Activity: Self Confidence Synonyms

Lesson 2.2: Signs of Self-Esteem

Activity: Strengths and Weaknesses

Lesson 2.3: Self Confidence at Work

Activity: Self Confidence Chart

Lesson 2.4: Confidence Quotes

Activity: Confidence Essay

Lesson 2.5: Boost of Confidence

Activity: Self Confidence Presentation

Unit 2 Quiz

Unit 3 Accepting & Learning from Criticism

Required Section: Skills Knowledge

Introductory Activity

Lesson 3.1: Working with Criticism

Activity: Handling Criticism

Lesson 3.2: Why is Criticism Necessary?

Activity: Talking about Criticism

Lesson 3.3: Learning to Handle Criticism

Activity: Writing about Criticism

Lesson 3.4: How Professionals Handle Criticism

Activity: Compare and Contrast Essay

Lesson 3.5: Learning from Criticism

Activity: Receiving Constructive Criticism

Unit 3 Quiz

Unit 4 Time Management

Required Section: Skills Knowledge

Introductory Activity

Lesson 4.1: Managing Time

Activity: Understanding Your Own Time Management

Lesson 4.2: Reasons for Managing Time

Activity: Goals and Time Wasters

Lesson 4.3: Importance of Tasks

Activity: Four-Quadrant Time Table

Lesson 4.4: Foundations for Quality Time Management

Activity: Recognizing "Big Rocks" and "Little Rocks"

Lesson 4.5: Developing a Time Management Plan

Activity: Create a Weekly Planner

Unit 4 Quiz

Final exam

COURSE OUTLINE

Unit 1 Flexibility & Adaptability

Required Section: Skills Knowledge

Introductory Activity

Lesson 1.1: How NOT to be Flexible

Activity: Defining Flexibility

Lesson 1.2: Career Adaptability

Activity: Your Flexibility Score

Lesson 1.3: How Flexible Are You?

Activity: Job Interview Practice

Lesson 1.4: Becoming Flexible at Work

Activity: Benefits of Flexibility

Lesson 1.5: Flexibility for Employers and Employees

Activity: Workplace Flexibility Presentation

Unit 1 Quiz

Unit 2 Working Under Pressure

Required Section: Skills Knowledge

Introductory Activity

Lesson 2.1: Reactions to Stress

Activity: Grouping Stress Reactions

Lesson 2.2: Successful Ways to Defeat Stress

Activity: Reflecting on Your Own Situation

Lesson 2.3: Time Quadrant Planning

Activity: Prioritizing Your Time

Lesson 2.4: Stress in the Workplace

Activity: Learning About Stress

Lesson 2.5: Handling Stress

Activity: Managing Stressful Situations

Unit 2 Quiz

Unit 3 Perseverance

Required Section: Skills Knowledge

Introductory Activity

Lesson 3.1: Learning about Perseverance

Activity: Goal Roadblocks

Lesson 3.2: Perseverance In Depth

Activity: Making Mistakes

Lesson 3.3: Perseverance Through Mistakes

Activity: Success Biography

Lesson 3.4: Perseverance Through Mistakes, Continued

Activity: Mistake Research

Lesson 3.5: Using Humor to Overcome Mistakes

Activity: Perseverance Presentation

Unit 3 Quiz

Unit 4 Goal Setting

Required Section: Skills Knowledge

Introductory Activity

Lesson 4.1: Setting and Accomplishing Goals

Activity: Reflecting on Advice

Lesson 4.2: Goal Setting

Activity: Long Term Goals

Lesson 4.3: Long Term Goals in Depth

Activity: Breaking Down Your Goals

Lesson 4.4: Understanding SMART Goals

Activity: Creating SMART Goals

Lesson 4.5: Next Steps in Goal Making

Activity: Accomplishing Your Goals

Unit 4 Quiz

Final exam

GRADUATED CERTIFICATE

Students have the option of 3 levels of certified employability skills: Skills Knowledge, Experiential Application, and Behavioral Application. The Experiential Application and Behavioral Application are optional additions to a student's certification. As students take and pass each Skills Area Unit, their Digital Certificate will update with their certified skill areas. Students will have the opportunity to be certified in 16 Skills Areas.

REQUIRED INSTRUCTIONAL MATERIALS

There are no required materials for this course.

INSTRUCTIONAL METHODS

- Online content
- Tutorials with Counselor/Teachers as needed

EVALUATION METHODS

- Guided Assessments & Projects
- Final Cumulative Assessment

REQUIREMENTS FOR COURSE COMPLETION

In order to complete this course, you will need to:

- Complete all course work with a cumulative average grade of 60% or higher. Skipped assignments will count as zeros unless excused by the teacher.

PROGRESS TIMELINE

You will find a personalized pace chart in the student learning environment. If you have any questions about where to find your pace chart, contact Quality Services with the Montgomery County Educational Service Center at 937.225.4598.







Get your PowerUP today!

Employability Skills (Full Year Course)

\$20 per student for access to the curriculum. \$75 per student for the curriculum taught by one of our teachers.

Contact Quality Services at 937.225.4598 or qualityservices@mcsc.org.

