

# Employability Skills: Grades 3, 4, 5

Adopted 2010

**Communicate and work productively with others emphasizing collaboration and cultural awareness to produce quality work.**

**Work appropriately and productively with others.**

- Set appropriate goals.
- Articulate thoughts and ideas clearly in writing and speaking.
- Demonstrate respectful behavior to group members.
- Exhibit appropriate behavior when faced with conflict.
- Identify strengths and weaknesses.
- Interact positively as a team member.
- Respect other's ideas.
- Cooperate with others in a group setting.
- Acknowledge quality efforts of self and others.

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**Use different perspectives to increase innovation and the quality of work.**

- Generate ideas with group members.
- Recognize the opinions and feelings of others.
- Appropriately accept constructive feedback.

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**Use appropriate principles of communication effectively.**

- Are active listeners.
  - Use information to make decisions.
  - Ask appropriate questions.
  - Read, understand and create information in a variety of forms.
  - Follow directions.
  - Use technology to communicate.
  - Use various channels of communication.
  - Express ideas.
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**Adjust to various roles and responsibilities and understand the need to be flexible to change.**

**Adapt to varied roles, responsibilities, and expectations.**

- Work well independently and with others.
  - Understand and accept mistakes as a natural part of learning.
  - Complete tasks and projects.
  - Identify the stages needed to complete a project or task.
  - Develop an awareness of effective strategies to improve project or task completion.
  - Listen with an open mind.
  - Accept and appreciate diversity.
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**Works effectively in a climate of ambiguity and changing priorities.**

- Understand that change occurs frequently.
  - Demonstrate flexibility in adapting to change.
  - Recognize different levels of structure.
  - Work under pressure.
  - Understand the need to adapt to changing requirements and information.
  - Are open to change.
  - Understand how to approach handling conflict using a win-win perspective.
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**Demonstrate appropriate risk-taking.**

- Consider alternative or new ways to complete tasks.
  - Identify alternative ways to achieve goals.
  - Understand when to ask 'What if?'
  - Approach brainstorming with an open mind.
  - Determine pros and cons of others' suggestions.
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**Practice leadership skills, and demonstrate integrity, ethical behavior, and social responsibility in all activities.**

**Use interpersonal skills to influence and guide others toward a goal.**

- Provide positive encouragement to others on their work.
  - Relate positively to others.
  - Understand methods to influence others towards goals.
  - Understand how to listen to others and to share own ideas.
  - Accept and offer constructive comments.
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**Leverage the strengths of others to accomplish a common goal.**

- Demonstrate listening, speaking and questioning skills.
- Work as a member of a team to complete tasks.
- Acknowledge views and ideas of others.
- Understand the value of compromise.

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**Demonstrate integrity and ethical behavior.**

- Take responsibility for own actions.
- Demonstrate trustworthiness and honesty.
- Identify important core values.

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**Demonstrate mental, physical, and emotional preparedness to accomplish the task.**

- Identify and organizes materials required for the task.
- Show willingness to prepare and stays focused on task.

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**Demonstrate initiative, creativity, self-direction, and entrepreneurial thinking to produce successful outcomes.****Perform work without oversight.**

- Assess the task and identify actions that must be taken.
- Understand cause-effect relationship in completing sequential steps.
- Understand that incomplete work is not acceptable.
- Understand the importance of self-confidence.
- Know how to access resources.
- Formulate solutions.
- Demonstrate commitment to self/group/society.

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**Use time efficiently to manage workload**

- Segment task into steps.
- With guidance, create timelines to facilitate completion of tasks.
- With guidance, prioritize steps in proper order.

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**Assess mastery of skills.**

- Understand the task.
- Identify skills needed to be successful at the task.
- Know when to share knowledge appropriately.

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**Set and achieve high standards and goals.**

- Understand and write incremental steps toward accomplishing goals.
- Set short-term goals.
- Engage in activities to improve skills that are relative to goals.
- Explore core values of personal importance.
- Evaluate progress toward accomplishing goals.

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**Engage in effective problem solving process.**

- With assistance, transfer and make connections learning from one content area to another.
- Understand the importance of key partners and resources in solving problems.
- Evaluate the resources in context of the problem.
- Apply problem solving techniques to various situations.
- Identify a course of action in order to solve the problem.
- Implement solution with follow-up.

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**Demonstrate productivity and accountability by producing quality work.****Deliver quality job performance on time.**

- Produce quality work in a timely manner.
- Make revisions in work based on self-analysis and/or recommendations.
- Work with commitment to produce a quality product.
- Demonstrate ethical behavior and responsibility.

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**Demonstrate accountability for individual performance.**

- Come to activities/work consistently and on time.
- Are prepared for all activities/work.
- Stay actively engaged when completing work.
- Are able to edit their work.
- Learn from mistakes.
- Are reliable co-workers in a group setting.