

Workplace Skills and Attitudes

10

Recommended
10th Grade



Length
75 Minutes

About This Lesson

To assess their own employability skills and identify those that they may need to develop further students will identify important soft skills that apply to more than one career they're interested in, explain how these skills manifest on the job, and research how they'll be protected by workers' rights and responsibilities in a career of interest.

Learning Objectives

By the end of this lesson, students will:

- explore skills and behaviors that employers look for, such as time management, dependability, good attitude, communication skills, problem solving, etc.
- explain why these skills and behaviors are important to various careers and how they manifest on the job
- assess their own employability skills
- research workers' rights and responsibilities to learn how an industry or job is protected by employment standards

Driving Question

What skills and attitudes do employers value?

Future-Ready Skills

Evaluating

Self-awareness

Research

Lesson Breakdown

25
minutes

Activity 1 - Transferable Skills

In this activity, students will compare 3 career profiles for 3 overlapping soft skills and add and rate these skills on their Xello **About Me** profile.

25
minutes

Activity 2 - Xello Lesson: Workplace Skills and Attitudes

Direct students to complete the Xello lesson titled **Workplace Skills and Attitudes** to explore the skills and attitudes employers value.

25
minutes

Activity 3 - My Workplace Rights

In this activity, students will research their workplace rights and responsibilities to learn how they are protected by employment standards.



Xello Entry Point

As part of the first activity students will update 3 saved careers, which is a prerequisite for the Xello lesson: **Workplace Skills and Attitudes**. It is also recommended students complete **Matchmaker** and the **Explore Career Matches** lesson.

Vocabulary

- Transferable skills
- Soft skills
- Reliability
- Positive attitude
- Enthusiasm for learning
- Ethical behavior
- Good workplace etiquette
- Workplace rights

Activity 1 - Transferable Skills

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Inquiry Prompts

- What are soft skills?
- How are workplace skills like transferable skills?
- What skills will benefit my job performance?

Teaching Strategies

In this activity, students will compare 3 career profiles for 3 overlapping soft skills and add and rate these skills on their Xello About Me profile.

- 1 Define the term soft skills with your class.
- 2 Provide the [instructions](#) on the next page to your students.

Materials Required

- [Student Instructions](#) (also available in [Spanish](#))
- Computer or tablet with internet access

Artifacts

Students will explore 3 saved careers for common workplace skills and then record and rate 3 transferable soft skills in the **Skills** section on your **About Me** profile.

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Transferable Skills

Student Instructions

Workplace skills are not specific to one career. They are often called soft skills or transferable skills. These are the skills you'd need to succeed in most workplaces. In contrast, hard skills are the knowledge and abilities specific to the job. They are usually easy to define and evaluate. In this activity you'll identify important soft skills that would benefit your performance in each.

- 1 In Xello, select 3 career profiles that you're interested in to compare soft skills. If you haven't already, save each career.
- 2 As you review each career profile consult this list of soft skills to help you identify 3 skills that apply to all 3 careers. Keep in mind, how does this skill help you do the tasks required for the career?

Communication	Setting Goals	Leadership	Self-Management
Adaptable	Creativity	Willing to Learn	Dealing with Pressure
Teamwork	Innovating	Positive Attitude	Resolving Conflicts
Decision Making	Public Speaking	Time Management	Critical Thinking
Problem Solving	Organized	Initiative	Reliable

- 3 Record and rate these 3 transferable soft skills in the **Skills** section on your **About Me** profile. Think about experiences where you already perform these skills, how would you rate your performance?

Aptitudes transferibles

Instrucciones para estudiantes

Las aptitudes en el lugar de trabajo no son específicas de una profesión. Con frecuencia, también se las conoce como aptitudes interpersonales o aptitudes transferibles. Estas son las aptitudes que necesitas para tener éxito en la mayoría de los lugares de trabajo. Por el contrario, las habilidades técnicas representan las capacidades y el conocimiento específicos del trabajo. Generalmente, son fáciles de definir y evaluar. En esta actividad, identificarás aptitudes interpersonales importantes que serían beneficiosas para tu rendimiento en cada una.

- 1 En Xello, selecciona 3 perfiles de profesiones que te interesen para comparar aptitudes interpersonales. Si aún no lo hiciste, guarda cada profesión.
- 2 Al revisar cada uno de los perfiles de profesiones, consulta esta lista de aptitudes interpersonales para identificar 3 que se apliquen a las 3 profesiones. Ten en cuenta lo siguiente: ¿de qué manera esta aptitud te permitiría hacer las tareas requeridas para la profesión?

Comunicación	Establecer objetivos	Liderazgo	Autocontrol
Adaptable	Creatividad	Disposición para aprender	Lidiar con la presión
Trabajo en equipo	Innovación	Actitud positiva	Resolver conflictos
Toma de decisiones	Oratoria	Organización del tiempo	Pensamiento crítico
Resolución de problemas	Organización	Iniciativa	Confiabilidad

- 3 Asienta y califica estas 3 aptitudes interpersonales transferibles en la sección **Aptitudes** de tu perfil de **Acerca de mí**. Piensa en experiencias en las que ya apliques estas aptitudes. ¿Qué calificación darías a tu rendimiento?

Activity 3 - My Workplace Rights

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 Length
25 Minutes

Inquiry Prompts

- Who determines my workplace rights?
- What are my rights as an employee?
- How am I protected by employment standards as a young worker?

Teaching Strategies

In this activity, students will research their workplace rights and responsibilities to learn how they are protected by employment standards. It is important they know their workplace rights before starting their first part-time or summer job.

- 1** Ask your students: Who determines your workplace rights? The state government sets out minimum rights for most employees in public and private workplaces. It includes standards on payment of wages, public holidays, hours of work, overtime pay, vacation time and pay, statutory leaves, and termination and severance entitlements.
- 2** Direct students to create a **KWL** chart:
 - What do you already **know** about your workplace rights?
 - What do you **want** to know about your workplace rights?
 - What is one surprising thing **learned** about your workplace rights?
- 3 Know:** Ask your students to share and record some ideas about what they already know about their workplace right, such as minimum wage and hours of work.
- 4 Want:** Have students identify what they want to know about their workplace rights.
- 5 Learn:** Provide students with the State employment and labor government website so they can verify what they already know and record what they learned.
- 6** Have students add the government website as a link on their Xello **Storyboard** and include what they learned as the reflection.
- 7** **OPTION:** Get students to share their surprising workplace right.

Materials Required

- Computer or tablet with internet access

Artifacts

Students will add the employment and labor government website to their Xello **Storyboard** and include a short reflection about what they learned.