




Employability Skills



Action Plan

Objectives:

- To define employability.
- To learn the parts of employability.
- To learn employability skills.

Class 1	
Step 1:	Read through the <i>Action Plan</i> . <ul style="list-style-type: none"> • The <i>Action Plan</i> lays out a list of tasks to do to complete the lesson.
Step 2:	View the <i>Student Notes</i> , <i>Vocabulary Handout</i> and <i>The Intangibles Student Handout</i> . <ul style="list-style-type: none"> • <i>Student Notes</i> are fill-in-the-blank. To complete, follow along with the PowerPoint®. • The <i>Vocabulary Handout</i> is a comprehensive list of terms used throughout the lesson. You can use this as reference material during the lesson. • <i>The Intangibles Student Handout</i> is reference material to use during the lesson.
Step 3:	Complete the “ <i>What I Know</i> ” and the “ <i>What I Want to Know</i> ” sections of the <i>KWL Activity</i> . <ul style="list-style-type: none"> • The <i>KWL Activity</i> sheet can be found beneath the Printable Resources on the lesson page and includes the instructions for the <i>Activity</i>.
Step 4: 	View slides 1 to 12 of the <i>Employability Skills</i> presentation. <ul style="list-style-type: none"> • This portion of the segment is 12 slides long. • Complete this portion of your <i>Student Notes</i>.
Step 5:	Begin working on the <i>Maintaining Employment Activity</i> . <ul style="list-style-type: none"> • The <i>Maintaining Employment Activity</i> sheet can be found beneath the Printable Resources on the lesson page and includes the instructions for the <i>Activity</i>.
Class 2	
Step 6: 	View slides 13 to 22 of the <i>Employability Skills</i> presentation. <ul style="list-style-type: none"> • This portion of the segment is nine slides long. • Complete this portion of your <i>Student Notes</i>.
Step 7:	Participate in class discussion regarding the <i>Maintaining Employment Activity</i> .
Step 8:	Begin working on the <i>Interacting with Managers Project</i> . <ul style="list-style-type: none"> • The <i>Interacting with Managers Project</i> sheet can be found beneath the Printable Resources on the lesson page and includes the instructions for the <i>Project</i>.
Class 3	
Step 9: 	View slides 23 to 36 of the <i>Employability Skills</i> presentation. <ul style="list-style-type: none"> • This portion of the segment is 13 slides long. • Complete this portion of your <i>Student Notes</i>.
Step 10:	Begin working on the <i>Continuing Education Activity</i> , <i>Problem Solving Activity</i> and the <i>Critical & Creative Activity</i> . <ul style="list-style-type: none"> • The <i>Activity</i> sheets can be found beneath the Printable Resources on the lesson page and includes the instructions for the <i>Activities</i>. • Complete the <i>Activities</i> for homework.

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Class 4

Step 11:	View slides 37 to 50 of the <i>Employability Skills</i> presentation. <ul style="list-style-type: none"> This portion of the segment is 13 slides long. Complete this portion of your <i>Student Notes</i>.
Step 12:	Begin working on the <i>Positive Power Activity</i> . <ul style="list-style-type: none"> The <i>Positive Power Activity</i> sheets can be found beneath the Printable Resources on the lesson page and includes the instructions for the <i>Activity</i>.
Step 13:	Complete the <i>What Does Responsibility Look Like Activity</i> as homework. <ul style="list-style-type: none"> The <i>What Does Responsibility Look Like Activity</i> sheets can be found beneath the Printable Resources on the lesson page and includes the instructions for the <i>Activity</i>.

Class 5

Step 14:	Share your <i>Interacting with Managers Project</i> with the class.
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Class 6

Step 15:	Complete the <i>Knots Activity</i> . <ul style="list-style-type: none"> The <i>Knots Activity</i> sheet can be found beneath the Printable Resources on the lesson page and includes the instructions for the <i>Activity</i>.
Step 16:	Begin working on the <i>Climbing the Ladder Project</i> . <ul style="list-style-type: none"> The <i>Climbing the Ladder Project</i> sheet can be found beneath the Printable Resources on the lesson page and includes the instructions for the <i>Project</i>.

Class 7

Step 17:	View slides 51 to 65 of the <i>Employability Skills</i> presentation. <ul style="list-style-type: none"> This portion of the segment is 13 slides long. Complete this portion of your <i>Student Notes</i>.
Step 18:	Complete the <i>Work-Life Balance Activity</i> and <i>The Physical Health Connection Activity</i> as homework. <ul style="list-style-type: none"> The <i>Activity</i> sheets can be found beneath the Printable Resources on the lesson page and includes the instructions for the <i>Activities</i>.
Step 19:	Begin working on the <i>Managing Stress Project</i> . <ul style="list-style-type: none"> The <i>Managing Stress Project</i> sheet can be found beneath the Printable Resources on the lesson page and includes the instructions for the <i>Project</i>.

Class 8

Step 20:	Begin working on the <i>Interview Project</i> and the <i>Personal Skills Project</i> . <ul style="list-style-type: none"> The <i>Project</i> sheets can be found beneath the Printable Resources on the lesson page and includes the instructions for the <i>Projects</i>.
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Class 9	
Step 21:	View slides 66 to 78 of the <i>Employability Skills</i> presentation. <ul style="list-style-type: none"> This portion of the segment is 12 slides long. Complete this portion of your <i>Student Notes</i>.
Step 22:	Complete <i>The Big 3 Activity</i> and the <i>Terminating Employment Activity</i> . <ul style="list-style-type: none"> The <i>Activity</i> sheets can be found beneath the Printable Resources on the lesson page and includes the instructions for the <i>Activities</i>.
Step 23:	Complete <i>Work Habits: Good vs. Bad Activity</i> as homework. <ul style="list-style-type: none"> The <i>Activity</i> sheet can be found beneath the Printable Resources on the lesson page and includes the instructions for the <i>Activity</i>.
Class 10	
Step 24:	Complete the “ <i>What I Learned</i> ” section of the <i>KWL Activity</i> .
Step 25:	Participate in a class discussion regarding your findings from the <i>KWL Activity</i> and the <i>Problem Solving Activity</i> .
Class 11	
Step 26:	Complete the <i>Employability Skills Assessment</i> . <ul style="list-style-type: none"> The <i>Assessment</i> consists of questions related to concepts throughout the entire lesson.
Step 27:	Share your <i>Positive Power Activity</i> with the class.
Step 28:	Participate in a class discussion regarding your <i>What Does Responsible Look Like Activity</i> .
Class 12	
Step 29:	Participate in a class discussion regarding both the <i>Work-Life Balance Activity</i> and <i>Terminating Employment Activity</i> with the class
Class 13	
Step 30:	Participate in a class discussion regarding <i>The Big 3 Activity</i> with the class.
Step 31:	Complete the <i>Skills Flashcards Activity</i> . <ul style="list-style-type: none"> The <i>Skills Flashcards Activity</i> sheet can be found beneath the Printable Resources on the lesson page and includes the instructions for the <i>Activity</i>.
Class 14	
Step 32:	Share your <i>Climbing the Ladder Project</i> with the class.
Class 15	
Step 33:	Complete the <i>Professional Qualities Activity</i> . <ul style="list-style-type: none"> The <i>Professional Qualities Activity</i> sheet can be found beneath the Printable Resources on the lesson page and includes the instructions for the <i>Activity</i>.
Step 34:	Turn in all completed work.