

Workplace Skills and Values

This lesson is designed to help students learn about skills valued in careers.

OBJECTIVES

Students will...

1. Explore skills and behaviors employers look for in employees
2. Learn why certain skills are important to careers
3. Assess their employability skills

ACTIVITIES

PART 1

Content Knowledge

Class Discussion:

Employability skills are not specific to one occupation. They are common skills needed to succeed in most workplaces. Ask students:

- What are the skills employers value?
- Why do you think employers value these skills?
- What is the difference between soft skills and technology skills?

Instruct students to log in to MEFA Pathway and click on *My Careers* under the *Discover Careers* tab. Have students select a career that appeals to them from their list. Students should read about the career and scroll down to the *Skills* section. Have students take note of the soft skills required for the occupation. Have students repeat this for two more careers on their list. Note: If students have completed the *My Skills* assessment, the blue bubble next to the skills they have according to the assessment will be filled in.

Have students break up into small groups and discuss the common soft skills they found each occupation possesses. Ask students to think about how they can begin to practice these skills as a student in high school.

PART 2

Applying Information

Have each group select three different careers. Students can either search for new careers or select them from their *My Careers* list. Instruct students to review the career description, the *What they do* section, and *Career Video* if one is available to learn about the career. Each group should discuss why the soft skills are important to the core of what is required in each career.

Grade Level: 10

MEFA PATHWAY SECTIONS WITHIN THIS LESSON:

- My Careers
- My Journal

DOMAIN:

- College & Career Exploration
- Social Emotional Learning

TIME:

- 60 minutes

MATERIALS NEEDED:

- Internet connection to work with the MEFA Pathway website

FUTURE READY SKILLS:

- Evaluating
- Self-awareness
- Research

VOCABULARY:

- Soft Skills
- Technology Skills
- Occupation

Email any questions to:
k12support@mefa.org

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LESSON PLAN

Critical Thinking/Creative Application

Have students navigate to their *My Journal* under the *About Me* tab and create a new entry. Instruct students to reflect upon the class discussion and what they learned in their groups. Have students write a reflection describing the soft skills they possess and how they practice these skills as a student.

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Workplace Skills and Values Grading Rubric

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CATEGORY	EXCELLENT 4	GOOD 3	SATISFACTORY 2	NEEDS IMPROVEMENT 1
Sequencing of Information	The information is organized in a clear, logical way.	Most information is organized in a clear, logical way.	Some information is logically sequenced.	There is no clear plan for the organization of information.
Effectiveness	The entry includes all material needed to give a good understanding of the topic.	The entry is lacking one or two key elements.	The entry is missing more than two key elements.	The entry is lacking several key elements and has inaccuracies.
Font Choice & Formatting	Font formats (size, bold, italic) have been carefully planned to enhance readability and content.	Font formats have been carefully planned to enhance readability.	Font formats have been carefully planned to complement the content. It may be a little hard to read.	Font formatting makes it very difficult to read the material.
Conventions. Student uses proper grammar, punctuation, and spelling.	The entry has no misspellings or grammatical errors.	The entry has 1- 2 misspellings, but no grammatical errors.	The entry has 1- 2 grammatical errors but no misspellings.	The entry has more than 2 grammatical and/or spelling errors.