

21st Century Employability Skills Notes (Key)

Complete the sections with notes from the slide presentation.

What are 21 st Century Employability Skills?	Applied Knowledge	Effective Relationships	Workplace Skills
<ul style="list-style-type: none">• General skills necessary for success in the workforce• These skills include:<ul style="list-style-type: none">• Applied Knowledge• Effective Relationships• Workplace Skills	<ul style="list-style-type: none">• Applied Academic Skills• Critical Thinking Skills	<ul style="list-style-type: none">• Interpersonal Skills• Personal Qualities	<ul style="list-style-type: none">• Resource Management• Information Use• Communication Skills• Systems Thinking• Technology Use

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What is Personal Success?	Values	Positive Attitudes	Good Work Habits
<ul style="list-style-type: none">• One's belief of what will make them successful	<ul style="list-style-type: none">• Principles and beliefs that you consider important• Influence your decisions and actions• Courage• Fairness• Freedom• Honesty• Respect• Responsibility• Trustworthiness	<ul style="list-style-type: none">• Friendliness• Self-motivation• Teamwork• Adaptability	<ul style="list-style-type: none">• Be on time• Be at work every day• Call your supervisor immediately if you become ill and must miss work• Complete all work in a timely fashion• Keep your work area neat and organized• Be accurate• Report mistakes or problems to your supervisor immediately• Do not make personal calls from work