Name: Kelly Carlson

District: Bowler School District, Bowler, WI

2017

Career
Academy
Teacher
Externship
Program

Identifying Soft Skills

Overview:

Students will demonstrate good soft skills by carrying a sheet from class to class, being given points for demonstrating positive and negative soft skills. At the end of the day, will they have more positive points or negative points?

Featured Externship Business:

Nueske's Applewood Meats

Subject:

Job Skills / Academic and Career Planning

Grade Level:

12th Grade

Learning objectives:

After doing this activity, students should be able to:
- ○ Acknowledge how their habits in high school will affect their habits in the workplace.
- ○ Reflect on their negative habits and try to replace them with positive habits.

Workplace Readiness Skill:

X Social Skills	X Communication
☐ Teamwork	☐ Critical Thinking
X Attitude and Initiative	X Planning and Organization
X Professionalism	☐ Media Etiquette

Type of Activity:

X Individual
☐ Small Group
☐ Whole Class

Wisconsin Model Academic Standards for School Counseling:

Personal/Social Development Domain:
D1:   Acquire and demonstrate self-awareness and self-acceptance as it relates to understanding oneself.

Career Development Domain:
G1:   Develop the ability to make informed career decisions based on self-knowledge.
G2:   Develop positive interpersonal skills necessary to be effective in the world of work.
G3:   Integrate personal growth and change into career development.

Time: One school day

Materials:

- Paper with positive and negative soft skills (attached)
- Writing utensils

Directions:

1. Prior to the lesson, teacher should communicate with other staff members about the activity. Students will be collecting positive and negative points during the day based on their soft skills, so all staff members should be aware of the activity and their role in it.

2. Students will receive their sheet before first hour with their list of soft skills. They will carry the sheet with them from class to class throughout the day.

3. Teachers and other adults will give them positive and negative points for soft skills. For example, if a student is tardy, they will receive a negative point. If they are on time, they will receive a positive point.

Wrap-up:

At the end of the day or the beginning of Day 2 (with the same 1st hour teacher), the points will be totaled up, and students will see if they have more positive or negative habits. A classroom discussion of soft skills and their impact would be an appropriate wrap-up.

Extension Activity:

- Students could write a reflection paper or journal on their observations about soft skills and their impact.

- Students could create SMART goals and action plans regarding one soft skill that they would like to improve.

- Teachers could make use of soft skills videos such as those found at
  https://www.youtube.com/playlist?list=PLG0im2-n6wDL16gAXtoFpi6yh3mPijeQp

Soft Skills Checklist

Positive	Soft Skill	Negative
	On time	
	Communicating Effectively	
	Positive attitude	
	Taking initiative	
	Responsibility	
	Works well with others	
	Decision making	
	Time Management	
	Flexibility	
	Conflict Resolution	