**Module 5 job Sheet**

**Core Employment Skills**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Skill Correlation:** This activity addresses employability skills that support employee success and upward mobility within an organization.

**Objective:** Upon completion, the student will have located and defined important core employability skills.

**Directions:** Locate the following core employability skills using appropriate resources (Employability Skills and Attributes Australia) and provide the definition for each and explain how they may impact your education and your career if not understood properly:

**Communication:**

**Teamwork:**

**Problem solving:**

**Initiative and enterprise:**

**Planning and organizing:**

**Self-management:**

**Learning skills:**

**Technology:**

**What is the difference between Employability Skills and Personal Attributes?**

**List other Employability Skills that were not listed above:**

**1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Option to this module: Complete the eight Employability Skills modules contained in the Essentials Course and pass the module assessments or another program of equivalent value.

2. Option to this module: Complete WIN Career Readiness System soft-skill module/assessments or similar course or program.

3. Option to this module: Complete Work-Ready program.

4. Option to this module: Complete HRD Motivation and Retention or similar course.

5. Option to this module: Complete Employability Skills Resource Toolkit modules.

**References:**

National Network of Business and Industry Associations Common Employability Skills. [**http://www.nationalnetwork.org/wp-content/uploads/2015/03/Common\_Employability\_Skills-03-30-15.pdf**](http://www.nationalnetwork.org/wp-content/uploads/2015/03/Common_Employability_Skills-03-30-15.pdf)

Working Smart.[**http://www.charlotteworks.com/services/community-partnerships/working-smart/**](http://www.charlotteworks.com/services/community-partnerships/working-smart/)

NCCCS Employability Skills Courses**.** [**https://moodle.nccommunitycolleges.edu/**](https://moodle.nccommunitycolleges.edu/)

WIN Career Readiness System. <https://www.wincrsystem.com/>

Employability Skills Resource Toolkit. <https://www.nc-net.info/employability.php>