

Employability Skills

Effective Relationships- Workplace Skills- Applied Knowledge

Employability Curriculum Syllabus

- 0.0 Introduction
- 0.1 US Department of Education Employability Skills
- 0.2 Employability Skills Curriculum Crosswalk

Unit 1: Personal Qualities

- 1.1 Expectations and Orientation
- 1.2 Professionalism
- 1.3 Getting to Know Myself

Unit 2: Critical Thinking and Academic Skills

- 2.1 Critical Thinking and Problem Solving
- 2.2 Strategic Planning and Idea Mapping

Unit 3: Communication Skills

- 3.1 Verbal Communication
- 3.2 Writing Professional Resume's
- 3.3 Written Professional Communication
- 3.4 Networking and Elevator Pitches

Unit 4: Interpersonal Skills

- 4.1 It's All about Teamwork
- 4.2 Customer Service
- 4.3 Leadership Begins with Motivation and Initiation
- 4.4 Conflict Resolution
- 4.5 Diversity and Cultural Competence

Unit 5: Data and Technology

- 5.1 Researching
- 5.2 Career Research Project- Thesis Statement
- 5.3 Career Project- Outlines and First Drafts
- 5.4 Career Project-Final Draft
- 5.5 Visuals and Information Visuals

Unit 6: Systems Thinking & Resource Management

- 6.1 Entrepreneurship
- 6.2 Business Plan