

PGAS Job Ready Activity

Objectives

In this activity students will use an interactive quiz to determine their strengths and weaknesses for job readiness.

Standards

IT-IDT-1.3 Exhibit critical thinking and problem solving skills to locate, analyze and apply information in career planning and employment situations.

Project Time

This project will take about 1 hour to complete.

Ethics Statement

Students will model work readiness traits required for success in the workplace including teamwork, multitasking, integrity, honesty, accountability, punctuality, time management, and respect for diversity.

Project Details

Students will use the provided PDF to self-evaluate their existing “employability” skills. They will then complete a form identifying their 3 strong areas and 3 areas for growth.

Student will turn in only the final form to conserve paper.

RUBRIC

50 points – Form completed.

25 points – Three strengths are listed.

25 points – Three weaknesses are listed.

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100 pts
Good Work

Oniyah Blalock

Reflecting on your employability skills

Reflect on your quiz – think about areas where you already have strengths in your employability skills.

Write down three strengths you have already:

1. Communicate for Work
2. Connect and work with others
3. Plan and organize

Setting goals for the future

Now think about what you could do to help build your employability skills in the future. Look back through your quiz and identify three goals you could set to help build new skills

Write your goals here:

1. Make Decisions
2. Create and innovate
3. Work in a digital world

Are you job ready?



Work life
balance

Communication
Rights

Responsibilities

Getting the work
done

Employability Skills Quiz

For teen and adult learners

Navigate the world of work

Manage career and work life

Can You:

- Get to work on time?
- Manage your own morning routine?
- Organise your clothes and equipment for work or training / school?
- Use an alarm to get up on time?
- Catch public transport?
- Use a diary or planner to organise your activities?
- Tell the difference between a work and a social activity?
- Restrict your mobile phone use so it is only used out of work / class time?
- Plan times to do household chores or tasks?
- Set aside time for sport, recreation or hobbies?
- Make time for relaxation and rest?
- Get a full night's sleep?

My Total:

Navigate the world of work

Work within roles, rights and protocols

Can You:

- Read and understand a job description?
- Understand an organisational chart?
- Know who you report to in a workplace?
- Follow instructions given by others?
- Know what to do if you notice a safety hazard?
- Participate in a team meeting or staff meeting?
- Find out about your employment conditions such as pay rate and hours of work?
- Understand the tasks you need to do in a job?
- Fill out a timesheet?
- Follow task instructions or procedures?
- Know when to ask for help at work?
- Know how to use safety or protective equipment for your job?

My Total:

Get the work done

Plan and organise

Can You:

- Use a daily planner to plan your work tasks?
- Decide which tasks are the most important to do each day?
- Estimate how long it will take to complete a task?
- Re-plan your day if things change?
- Meet deadlines?
- Help others to meet their own deadlines?
- Arrange your work space neatly?
- Pack away tools and equipment?
- Keep track of your own belongings so you don't lose anything?
- Write down times, dates and places into a diary or calendar?
- Use a computer or phone to record important information and organise activities?
- Make sure you do not commit to more than one activity at the same time?

My Total:

Navigate the world of work

Manage career and work life

Can You:

- Get to work on time?
- Manage your own morning routine?
- Organise your clothes and equipment for work or training / school?
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- Know how to use safety or protective equipment for your job?

My Total:

Interact with others

Communicate for work

Can You:

- Speak clearly and politely?
- Use active listening skills?
- Tell the difference between the language of work and the language of friends or family?
- Monitor your own body language?
- Be respectful?
- Communicate effectively with someone who has a disability?
- Communicate effectively with someone who does not share your own first language?
- Follow instructions?
- Ask for information to be clarified if you do not understand?
- Use a calm, relaxed, positive tone?
- Be assertive but not over-confident when you speak?
- Communicate using emails, texts and notes?
- Communicate using forms, reports and letters?

My Total:

Interact with others

Connect and work with others

Can You:

- Make conversation with someone who has similar interests to you?
- Make conversation with someone who has very different interests to you?
- Relate to someone from a different cultural background?
- Help others in a work team?
- Take turns during a meeting or discussion?
- Share your ideas clearly and effectively?
- Listen to and understand the views of other people?
- Accept that sometimes things won't turn out the way you want in a workplace?
- Cope when times are difficult or challenging at work?
- Tune in to how other people are thinking and feeling?
- Offer to help out others if you have finished your own work duties?

My Total:

Interact with others

Recognise and utilise diverse perspectives

Can You:

- Be interested in other people?
- Know when someone has a different opinion to your own?
- Explain your own thoughts and opinions?
- Work to resolve an argument or disagreement?
- Realise that it is important to resolve conflicts at work?
- Recognise that other people might use different greetings or social manners to your own?
- Understand when someone speaks with an accent?
- Recognise that there are laws protecting people against discrimination based on their racial background?
- Help someone who has a disability?
- Treat all people equally and respectfully?
- Realise that different members of a work team might have different skills and talents?

My Total:

Get the work done

Plan and organise

Can You:

- Use a daily planner to plan your work tasks?
- Decide which tasks are the most important to do each day?
- Estimate how long it will take to complete a task?
- Re-plan your day if things change?
- Meet deadlines?
- Help others to meet their own deadlines?
- Arrange your work space neatly?
- Pack away tools and equipment?
- Keep track of your own belongings so you don't lose anything?
- Write down times, dates and places into a diary or calendar?
- Use a computer or phone to record important information and organise activities?
- Make sure you do not commit to more than one activity at the same time?

My Total:

Get the work done

Make decisions

Can You:

- Listen to instructions from a teacher, trainer or leader?
- Write down important information when someone is speaking to you?
- Use your diary, calendar or planner to plan your daily and weekly activities?
- Choose between two activities to decide which you would like to do the most?
- Choose between two activities to decide which is the most important to complete first?
- Tell someone if you do not think you can complete a task on time?
- Ask for help if you need it?
- Take responsibility for your mistakes?
- Show someone else how to do an activity or task?
- Decide on the safest way to complete an activity or task?
- Give yourself a timeline to make an important decision?
- Collect information to help you make an important decision?

My Total:

Get the work done

Identify and solve problems

Can You:

- Realise when you don't know how to do something?
- Know how to find out what is required in a task?
- Know how to find out what equipment or tools are needed for a task?
- Recognise when you don't have the right equipment or tools for a task?
- Read the instructions fully before attempting a task?
- Highlight or write down any steps in instructions which might be difficult?
- Ask for help if you need it?
- Take responsibility for your mistakes?
- Think about more than one way to fix a problem?
- Think about the pros and cons of each possible solution?
- Choose the best solution to a problem?
- Reflect on the approach you took to solve a problem and what you might do differently next time?

My Total:

Get the work done

Create and innovate

Can You:

- Express yourself creatively, through painting, drawing, craft or other activities?
- Admire the creativity of others?
- Ask for guidance in a creative activity?
- Recognise that creativity can happen in many ways, including at work?
- Apply your creative skills to work or study tasks?
- Think of new and different ways of solving problems?
- Think of new or different ways of communicating with people?
- Brainstorm, plan, design and make new things or ideas?
- Use digital technologies to be creative?
- Work out ways to be more effective at work or study?
- Work with other people to share new and interesting ideas and plans for new products, designs or concepts?
- Reflect on your own creativity so you can learn from it?

My Total:

Get the work done

Work in a digital world

Can You:

- Use a smart phone to help you communicate with others?
- Use social media appropriately?
- Understand the difference between using digital technologies for work or study and for personal use?
- Know how to use digital technologies responsibly?
- Respect digital technology rules, such as being cyber-safe and respecting download, copyright and content rules?
- Use digital technologies to make new content or design new products?
- Use digital technologies to work with others on a shared task?
- Combine visual, graphic and text elements effectively?
- Use digital technologies to be creative?
- Learn new skills online?
- Find out new information online?
- Reflect on and think about how you use digital technologies?

My Total:

Reflecting on your employability skills

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- 1.
- 2.
- 3.

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Now think about what you could do to help build your employability skills in the future. Look back through your quiz and identify three goals you could set to help build new skills

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