

EXAMPLES OF EMPLOYMENT RELATED SKILLS IN THE CLASSROOM

The table below shows examples of how you may demonstrate employment related skills in your classes.

<p>Self-management</p> <ul style="list-style-type: none"> • I can evaluate my performance in tasks • I am able to accept and deal with authority • I can accept feedback in a constructive manner • I am able to set goals and manage my school work and social life 	<p>Initiative and enterprise</p> <ul style="list-style-type: none"> • I can identify opportunities and act on them • I am willing to take risks and learn from mistakes
<p>Learning</p> <ul style="list-style-type: none"> • I am open to new tasks and use knowledge to further my technical skills • I can use different methods to learn new things • I am able to access information on courses to further my learning 	<p>Communication</p> <ul style="list-style-type: none"> • I can speak to a group confidently • I have debated in front of a large audience • I can speak and write another language • I can follow verbal instructions
<p>Teamwork</p> <ul style="list-style-type: none"> • I can work with other people to sort out a problem • I can work/collaborate with others on group tasks • I am able to value the work of others and share resources • I am able to lead team projects 	<p>Planning and organising</p> <ul style="list-style-type: none"> • I am able to make decisions • I can manage my time and priorities • I can collect, analyse and organise information using appropriate methods • I am able to organise equipment and materials needed for a task
<p>Problem solving</p> <ul style="list-style-type: none"> • I can calculate percentages • I can work out and manage a budget • I can apply safe work practices • I know how to use creative ideas and processes to solve problems 	<p>Technology</p> <ul style="list-style-type: none"> • I can use a word processor • I can e-mail and use a fax machine • I can use a variety of software programs such as; _____ • I am able to practice ethical behaviour when using e-mail and the internet
<p>Cross-cultural understanding</p> <ul style="list-style-type: none"> • I can respect cultural diversity in the classroom • I am able to interact and learn from the experiences of students from different cultural backgrounds 	