Class activity: Workplace skills

Skills that travel

Years 9 to 12 | About 45 minutes | https://schools.careercalling.com.au/activities/employability-skills-sort/

A card sort that helps students spot the skills employers look for in every kind of job, and find evidence they already have them.

Learning intentions

- Name the skills used in almost every workplace
- Find evidence of those skills in your own life
- Describe a skill with a short example

You will need

- Skill cards (printed from the worksheet and cut up)
- The evidence worksheet
- Sticky notes

Lesson steps

Time	Step	What to do
5 min	**Hook**	Ask: what do a chef, a nurse and a game developer have in common at work? Collect answers such as teamwork and solving problems.
15 min	**Card sort**	In groups, students sort the skill cards (communication, teamwork, problem solving, initiative, planning and organising, self management, learning, technology) into: use every day, use sometimes, still building.
15 min	**Find the evidence**	Individually, students write one real example for three skills, from school, sport, family, volunteering or a part-time job.
10 min	**Say it well**	Students turn one example into a sentence using the pattern: situation, what I did, what happened. Pairs give each other feedback.

Adapting it

Sentence starters on the board help students who find writing hard. Students can draw or tell their example instead of writing it.

Going further

Students add their best example to their resume draft (see the My first resume activity).

Student worksheet

Skills that travel

Name: _____ Class: _____ Date: _____

Skills I use every day

Skills I am still building

Example 1: situation, what I did, what happened

Example 2

Example 3

One skill I will practise this term

Student worksheet

Skill cards (cut along the dashed lines)

Communication: listening, speaking and writing clearly	**Teamwork: working well with others towards a shared goal**	**Problem solving: working out what is wrong and trying a fix**
Initiative: getting started without being asked	**Planning and organising: deciding what to do first and keeping on track**	**Self management: being on time, reliable and calm under pressure**
Learning: picking up new skills and asking good questions	**Technology: using devices and software to get things done**	