

Employability Skills

STEP 1: Using the list of employability skills you just brainstormed and compiled as a class, place each skill into one of the following three categories:

Fundamental Skills	Personal Management Skills	Teamwork Skills

STEP 2: Underline any skills you feel you already possess, and circle those you think you need to further develop.

STEP 3: Choose five of the skills you identified as needing further development, and rank them from 1 (most important to work on) to 5 (least important to work on).

1. _____
2. _____
3. _____
4. _____
5. _____

STEP 4: Give two ways you could develop those skills over the next couple years.

1. a) _____

b) _____

2. a) _____

b) _____

3. a) _____

b) _____

4. a) _____

b) _____

5. a) _____

b) _____
